Connecticut Office of the Arts

DECD
State of Connecticut
Department of Economic and Community Development

GENERAL OPERATING SUPPORT FINANCIAL REPORT

***For State Fiscal Year 2011 Grant. Deadline: November 30, 2011**

Please submit one completed copy of report to: Lu Rivera, Administrative Assistant, Connecticut Department of Economic and Community Development (DECD), Office of the Arts, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

GRANTEE INFORMATION

Grant Number OSGOS-_____ (Found on page one of contract) FY11 Grant Amount $_____

Organization Name _____ ☐ (Check box if address has recently changed)

Mailing Address _____

City/State/Zip_____ Telephone: _____

Executive Director_____ Director Email _____

Contact Person (for Grant) _____ Contact Title _____

Contact Telephone _____ Contact Email _____

CREDIT AND PUBLICITY

In the space below, explain how the Commission on Culture & Tourism (CCT) was credited with support of your organization. Attach sample printed items.

NARRATIVE REPORT

Answer the following questions for the grant funding period: **November 1, 2010 though September 30, 2011**. Use no fewer or more than **two** single-sided pages, making sure the number and question appear before each response. Please use a font size of 11 or 12 points.

1. What was your (the organization's) most significant achievement during the November '10 - September '11 funding period?
2. What was your greatest challenge this past year? How have/will you address the situation?
3. Did you employ any new strategies to broaden access to the arts for targeted populations in your community?
4. Describe how many grant monies were spent. Be as specific as possible. Were they used to support a particular program, employee salary, artist fee(s), general operational expenses, etc.?
5. In what way did the GOS grant make a difference to the organization and the community it serves?

CERTIFICATION

The undersigned certifies that the information contained in this report and all its attachments are true and correct to the best of his or her knowledge and that all expenditures were incurred solely for the purpose of this grant.

Signature_____ Title _____

Printed Name _____ Date_____

GENERAL OPERATING SUPPORT FINANCIAL REPORT

Grantee Organization Name: _____

Report income and expenses for operating activities for **your organization's most recently completed fiscal year during which the grant funds were spent.** See instructions if your fiscal year has not yet ended. Indicate the beginning and ending dates for the 12-month period you are reporting on (i.e., your most recently completed fiscal year):

_____ - _____

Start month/day/ year *End month/day/year*

OPERATING INCOME

See instructions for clarification of budget terms!

Grants from Federal Government	$_____	
Grants from State Government	$_____	
Grants from local Governments	$_____	
Contributions from Individuals	$_____	
Contributions from Private Foundations	$_____	
Contributions from Businessess/Corporations	$_____	
Other Contributed	$_____	
Subtotal Contributed Income	$_____	
Admissions/Ticket Sales	$_____	
Programs and Services Revenue	$_____	
Other Earned (see definition; specify below)	$_____	
Subtotal Earned Income	$_____	
TOTAL Cash Income	$_____	

Actual allocation of CCT GOS grant dollars

OPERATING EXPENSES

Salaries	$_____	$_____
Outside Professional Services (includes artist fees)	$_____	$_____
Space Rental/Occupancy Costs	$_____	$_____
Marketing/Publicity/Advertising/Printing	$_____	$_____
All Other Expenses (see definition; specify below)	$_____	$_____
TOTAL Cash Expenses	$_____	$_____
Surplus/Deficit (total income minus expenses)	$_____	$_____

^Column total^ must equal FY11 GOS grant

IN-KIND AND INVESTMENTS

Estimated Value of In-Kind (Non-Cash) Donations $_____

Year-End Value of Cash Investments $_____ and/or Cash Reserve: $_____

GENERAL OPERATING SUPPORT FINANCIAL REPORT

The data requested below should be given in terms of your organization's own fiscal year, and not a calendar year (unless your fiscal year is a calendar year) or the grant period. Indicate the beginning and ending dates for the 12-month period you are reporting on (i.e., your most recently completed fiscal year):

_____ - _____
Start month/day/year *End month/day/year*

Staff Statistics

_____ Full-time Employees..... How many employees work at least 7 hours, 5 days per week annually or the equivalent?

_____ Part-time/Seasonal Employees..... How many employees work fewer than 7 hours, 5 days per week annually and/or fulltime for fewer than 50 weeks a year?

_____ Part-time FTEs..... Of your part-time/seasonal employees, how many full time equivalents (FTEs) do you have? (See Instructions)

_____ Volunteers _____ FTEs..... How many volunteers (including board members, and unpaid interns and apprentices) provide service to the organization? Of these, how many FTEs are there? (See Instructions)

Participation

_____Total Paid Attendance..... How many individuals paid an entrance fee, purchased admission tickets, paid for classes and workshops, etc. at least once during the course of the reporting year?

_____Total Free Attendance..... How many individuals, not including any of those counted above, attended or participated in your organization's activities and paid no fee?

_____Children/Youth Benefitting..... Of all the individuals above (paid and free attendees), how many were children and youth under 18 years old?

_____Artists Participating.....

_____Total Individuals Benefitting How many artists were directly involved in providing art or artistic services as part of your organization's activities during the reporting year? Include living artists whose works were represented in an exhibition regardless of who provided it.

Events/Activities

_____ Productions..... How many theatrical, dance or musical productions did your organization present? Do not count multiple performances/presentations of the same program or production.

_____ Public Performances – At Home..... What was the total number of performances of all productions offered at your homelocation during the reporting year?

_____ Public Performances – Away..... What was the total number of performances of all productions offered anywhere other than your home location during the year?

_____ Exhibitions..... How many exhibitions, or series of artworks specifically grouped & installed, were on display?

_____ Educational Classes/Workshops..... How many different classes or workshops were offered by your organization? Report the number offered, not the number of times the same class or workshop was held.

_____ Tours..... For presenting or museum organizations, how many productions or exhibits were presented by your organization away from home on an organized tour? For historic orother visitor-oriented organizations, how many different informational tours were offered?

_____ Films ..... How many films were offered by your organization to an audience? Report the number of films offered, not the number of times an individual film was shown.

_____ Lectures/Readings/Talks..... How many lectures, talks, and/or readings of artistic works were offered to an audience? Report the number offered, not the number of times the same lecture/reading was given.

_____ Off-site School Programs..... How many programs (e.g. residencies) or productions were offered in educational institutions? Do not count multiple performances of the same program or production.

_____ Openings..... How many art exhibits were displayed for the first time at your organization?

_____ Premieres..... How many musical works, choreographed dance performances or original theatre pieces were presented by your organization for the first time anywhere in the world or nation?

_____ New Works Commissioned..... How many works including theater, dance, musical or visual artworks were commissioned by your organization (i.e., a contract was executed during the reporting year)?

_____ Programs - Other (list below)..... How many programs did your organization offer that did not fall into any of the abovecategories? Report number of different programs offered and list types in space provided.

Organization Name: _____

_____

_____

Connecticut Office of the Arts

INSTRUCTIONS FOR COMPLETING FINAL REPORT

State FY2011 General Operating Support (GOS) Grant

DECD
State of Connecticut
Department of Economic and Community Development

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1) Financial reporting is based on your organizations's fiscal year, not the grant period.

- If your fiscal year is January - December and you spent all your grant funds before Dec. 31, 2010, report on FY2010.
- If your fiscal year is January - December and you spent your grant after January 1, 2011, complete the final report based on your best FY11 projections. Do not be concerned if the financial year you are reporting on is not yet audited or finalized. Financial data collected in GOS final reports (unlike a project-oriented grant) is used generally to track trends in various income and expense categories among all recipients and record specifically how grant funds were allocated.

2) The Data Sheet requires you to report statistics related to staffing, attendance, events and activities for your organization's most recently completed fiscal year. If your FY2011 has not yet ended, report on FY2010.

3) Only narrative questions are to be answered based on the grant period, November 1, 2010 - September 30, 2011.

The information below defines terms used in the report.

GRANTEE INFORMATION

Grant Number: This is a five-digit number found on the top section of your grant contract. It follows this format: 2011-OSGOS - # # # # #. If you've misplaced the contract, it's okay to leave this blank.

Grant Amount: Enter the total amount of your FY11 GOS grant. Reference the grant contract or the MS Word document (list of grantees) emailed to you. If you are unsure of the amount, contact Lu Rivera.

Address Change: Whenever there is an address change, an organization must formally notify the Office of the Arts in writing, on letterhead, stating the old and new mailing address. Our fiscal office requires this proof; grant payments will be delayed until receipt of this document. Send to the attention of Lu Rivera.

CREDIT AND PUBLICITY

Attach samples of at least 1 and no more than 3 **printed items** which acknowledge the Commission on Culture & Tourism for support of the project. **Note in the space provided**, other ways CCT may have been credited, e.g. through pre-performance announcements, web site, etc. Additional support materials are not required to be submitted with the final report and are in fact discouraged.

NARRATIVE REPORT

Using your word-processing program, answer the five questions on no fewer/no more than two single-sided pages, making sure the number and question appear before each response. Please use a font size of 11 or 12.

FINANCIAL REPORT

Be sure to indicate the start and end dates of the fiscal year on which you are reporting in the space provided. Please do your best to assign operating income and expenses to the categories provided. Because this grant was used to support the organization's operations, report only the income and expenses associated with operational/programmatic activities received or pent during the grant period. The value of in-kind donations may be reported in the space provided near the bottom of the page.

BUDGET DEFINITIONS

Operating Income

Grants from Federal Goverment The sum of grants received from federal government agencies (e.g. National Endowment for the Arts), grants from state agenices (do **not** include Project grant funds recieved by CCT here), and grants from local government agencies used for this project.

Grants from State Government The sum of all grants/appropriations (including this GOS grant) received from the Commission on Culture & Tourism and other state agencies (used for operational activities).

Grants from Local Governments The sum of grants/appropriations received from city (municipal), regional and other local government agencies used for operational activities.

Contributions from Individuals Cash contributions used for operational activities.

Contributions from Private Foundations Cash support from private foundations.

Contributions from Businesses/Corporations Cash support from businesses, corporations and corporate foundations.

Applicant Cash/Other Income Funds from accumulated resources that were applied to the project. Colleges and universities should show income from parent organization here. Also include income derived from special events or fundraisers, and sources not cited above.

Other Contributed Income derived from fundraising agencies (e.g., Greater Hartford Arts Council) and sources not cited above. Also, the contributed portion (for which the purchase recieved no benefit) of income from dinners, auctions, raffles and other fundraising events.

Admissions/Ticket Sales Income derived from the sale of admissions, tickets, subscriptions, etc.

Programs & Services Revenue Income derived from classes, workshops, seminars, school group events, inschoolresidencies, and other school-based programming. Also, income from fees earned through contracts for specific services outside of core organizational programming.

Other Earned Revenue Income from catalog and gift shop sales; concessions; parking; interest earnings on investments; rental of facility or equipment; advertising space in programs; membership dues, etc.

Operating Expenses

Note: In the second column, indicate where CCT GOS grant dollars were expended. If the grant was assigned generally to an operational fund, apportion 20% of grant dollars to each of the five specified categories. The column total should equal the FY11 GOS grant amount received.

Salaries Employee salaries, wages and benefits for **administrative staff** (executive directors, finance, marketing,

fundraising, etc.); **programming staff** (artistic directors, program managers, etc).; and production staff (technical directors; wardrobe, lighting and sound crew; stage crew; video technicians, exhibit installers, etc.)

Outside Professional Services Payments to individuals who are not employees (musicians, curators, composers, choreographers, designers, performers, artists, instructors, attorneys, accountants, consultants, etc.)

Space Rental/Occupancy Costs Payments for rental of office, rehearsal hall, performing venue, gallery orother such spaces. For owned buildings, include maintenance costs, security, property insurance, utilities, janitorial

services and related supplies. Do not include capital expenses.

Marketing/Publicity/Advertising Payments for marketing materials including newspaper, radio and television advertising, web design and maintenance, in-house printing costs, promotional items, etc.

All Other Expenses Includes cash payments for office supplies and equipment, production materials, telephone usage, postage, trucking, shipping, travel costs, bank and credit card fees, organizational membership dues and subscriptions, royalties, raw materials and other items related to your programming.

In-Kind and Investments

In-Kind Donations Report the dollar value of non-cash contributions (goods and services) donated to support operational activities during the grant period. These should be calculated at verifiable fair-market value.

Endowment/Cash Reserve If your organization has established an endowment and/or cash reserve fund, report the value of investments at the end of your fiscal year (or current value, if your FY has not yet ended). Any interest earned on investments that was used for operational expenses should be reported in the "other earned income" category.

DATA SHEET – ADDITONAL INSTRUCTIONS

Staff Statistics To gain a more reliable and uniform measure of the number of hours worked by part-time-employees in Connecticut's nonprofit arts industry, we ask you to calculate the number of FTE's (Full Time-Equivalents) for the reporting year. Note that by this definition we mean salaried employees, not independent contractors (payments to whom you reported in Outside Professional Services).

Part-time FTEs To determine FTEs, calculate how many part-time or seasonal workers would equal one full time worker. First, determine the average weekly hours for a full time employee (usually 35-40), multiplied by the number of weeks per year employees typically work. Then, for all of your part-timers, multiply the number of hours per week x the number of weeks per year x the number of employees. Then divide that number by the full time annual hours calculated above.

For example: If a typical FT employee works 40 hours per week at 50 weeks per year, the annual FT hours are 2000. If you then have 5 PT program employees who each work 20 hours a week (100 hours) and 40 weeks per year, that equals 4000 annual PT hours. 4000 divided by 2000 equals 2 FTEs.

Volunteers: First report the total number of volunteers that provide service to your organization. Then calculate the volunteer FTEs as instructed above. Include board and community members and nonpaid interns.

Note: If you do not track detailed hours of your part-time staff or volunteers, you can take an estimated average of the number of hours worked per year, multiply by the number of people in the category, and divide by the standard number of working hours in one year (usually 2000).

FILE YOUR REPORT!

1) **Complete and sign page 1 of the form.** The Connecticut Office of the Arts accepts reports with original signatures only.
2) **Answer narrative questions** using any word-processing program.
3) Complete the one-page **Financial Report** and the one-page Data Sheet using the PDF fillable forms.
4) **Attach** sample **printed item(s)** that credit support by CCT.
5) Make a copy for your files and **submit the report** by November 30, 2011 so as not to delay your next grant payment!