CT Arts Endowment Grantees Final Report Instructions

This document was created to assist with the electronic filing process of your Connecticut Arts Endowment Final Report.

If you are a new user to Fluidreview: Create an account by clicking "sign-up". Complete registration page. When on the registration page, be sure to select the category "Final Report: CAEF (open)" from drop down menu. You will receive a confirmation mail from FluidReview. Once in FluidReview, click "Create New Submission".

If you are a returning user of Fluidreview:
Log into your FluidReview account at: **https://coa.fluidreview.com/**

- Click on "View My Submissions"
- Click on "Create New Submission"
- In the "category" box drop down menu, choose: "Final Report: CAEF (open)"
- In the box "Enter the name of the Grantee": Type in grantee name
- Click on "Get started"

Task #1: Fill out Final Report Form. Click on "Start"

1. Grant Number (found in Page 1 of grant contract)
2. Grant Award Received
3. Organization Name
4. Contact Information
    a. Contact Person
    b. Contact Telephone
    c. Contact Email
    d. Mailing Address
    e. City, State, Zip
5. Has any of the contact information provided above changed? Yes or No
6. Organization's Fiscal Year End Date
    6a. applicants may enter fiscal year end date in the space below if you encounter problems with the calendar date entry in #6
7. Organization's Operating Income
8. OPTIONAL - applicants may upload supporting documents such as images, videos or audio files.
9. Narrative - Explain specifically how funds were used. Applicants may upload support material if it relates to use of funds.
10. Financial Report: report expense categories in which the CT Arts Endowment Fund grant was spent.
    a. Staff Salaries – Administration
    b. Staff Salaries – Programmatic/Technical
    c. Outside Professional Services
    d. Equipment & Supplies
    e. Space Rental or Occupancy Costs (including utilities)
    f. Marketing/Publicity/Advertising/Printing
    g. Capital Expenditures
    h. Organization's Endowment
    i. Other (enter total amount & identify source(s) of expenses)
    j. Identify "Other" expenses in the text box, (enter N/A if not applicable)
11. Certification: submitted (contact name); contact title; date

Task #2: Upload the National Standard for Arts Information Exchange Data Form. This form can be found at http://www.ct.gov/cct/cwp/view.asp?a=3933&q=293766

Task #3: Click on "Submit Final Report"