

2016 FINAL REPORT CHECKLIST

It is never too early to start thinking about the final report for your 2016 Arts Re-grant. While the yearend deadline for the final report is **Friday, December 2, 2016**, re-grantees are required to submit the final report four weeks after the completion of your project.

Remember, the sooner you submit your final report, the sooner you receive the second half of your re-grant award. Also note, the remainder of your grant may be revoked for failure to submit a complete final report on time.

Your final report will be much easier to write, if while working on your project, you refer to the following **checklist**:

Keep track of who comes to your event(s).

- number of people in attendance—adults and children (18 years and under)
- audience demographics—percentage of minorities, seniors and disabled
- number of professional artists, including NJ and minority artists

Photos: It is no longer a requirement to submit photos as part of your final report. However if you have a particularly good photo that we might use for publicity purposes, please submit digitally to sbalik@pccc.edu or nrodriguez@pccc.edu.

If you submit a photo electronically, release forms are required. Please have the photo release forms on hand during your event. Tracking down signatures after an event can be a challenge.

- Anyone whose face is visible in the photographs must sign the photo release form provided by PCCHC.
- If the subject is under 18, the form must be signed by a parent or guardian.

Be sure to include proper credit on all support materials, including fliers, programs, and press releases. You must submit these items with your final report. Exact wording is required (also note, it has changed from previous years): ***“This program is made possible in part by a grant administered by the Passaic County Cultural & Heritage Council from funds granted by the New Jersey State Council on the Arts.”***

Call Susan Balik (973) 684-5444 or Nicholas Rodriguez at 973-684-6507 with any questions regarding your project or report.