

# 2020 FINAL REPORT CHECKLIST

It's helpful to start planning the final report for your 2020 Arts Re-grant early. While the year-end deadline for the final report is **Thursday, December 4, 2020**, re-grantees are required to submit final report for their specific projects four weeks after its completion or sooner.

**Also, the earlier you submit your final report, the sooner you receive the second half of your re-grant award.** Please note, the remainder of your grant may be revoked if you fail to submit a complete final report on time. Additionally, failure to complete a final report will reflect poorly on any future applications.

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 culturally diverse attendees, seniors and the disabled
- Number of participating 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 you believe we could use for publicity purposes, please submit digitally to sbalik@pccc.edu or nrodriguez@pccc.edu.

**If you do submit a photo electronically, release forms are required.** Tracking down signatures after an event can be a challenge, so please have the photo release forms on hand during your event. (Forms are available online at <http://www.pccc.edu/cultural-affairs/pcchc>.) Click on Local Arts Grants and drag down to photo release.

- 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 copies with your final report. (Exact wording is required): ***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.***

The template below must also be used on the bottom of all printed materials without altering the appearance or placement of logos or credit. (PCCHC will send re-grantees a usable template).



Made possible by funds from the  
Passaic County Cultural & Heritage Council, a partner  
of the New Jersey State Council on the Arts.



Call Cultural Affairs Manager, Susan Balik at (973) 684-5444 or PCCHC Assistant Director, Nicholas Rodriguez at (973) 684-6507 with any questions regarding your project or report.