

# 2018 FINAL REPORT CHECKLIST

It is never too early to start thinking about the final report for your 2018 Arts Re-grant. While the year-end deadline is **Thursday, December 6, 2018**, re-grantees are required to submit the final report for their specific projects four (4) weeks after the completion of their projects, or sooner.

**Remember, the earlier you submit your final report, the sooner you receive the second half of your re-grant award.** *Also please 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 you refer to the following **checklist** (while you work on your project).

**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 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](mailto:sbalik@pccc.edu) or [nrodriguez@pccc.edu](mailto:nrodriguez@pccc.edu).

**If you do submit a photo electronically, release forms are required.** (Please go to the PCCHC website at <http://www.pccc.edu/cultural-affairs/pcchc> and click on *Local Arts Grants* then 'Photo Release'.) Please have the 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 the credit **highlighted** 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."***

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