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.*