

INTRODUCTION

In FY23, organizations will complete the Initiative Final Report for the following programs:

- Anti-Gun Violence Initiative - Art a Catalyst for Change
- Cultural After-School Adventures (CASA)
- Cultural Immigrant Initiative
- Coalition of Theaters of Color (CTC)
- SU-CASA

All organizations receiving FY23 Initiative funding will complete **one Final Report per Initiative**. The final deadline for these Reports is **Tuesday, August 1, 2023**.

Please note that the Initiative Report is a web-based form. Once you start to fill it out, the form must be completed in full to submit. You will not be able to save a draft of the form online. We recommend that you view the form in its entirety and prepare your responses offline before filling out the form online. After submitting, you will receive an email receipt with a PDF copy of the form. We strongly recommend you save this for your records in case your program officer requests any revisions to the original submission.

A Note on Multiple Initiatives & Designations

Some Initiatives allowed for more than one designation. If your organization received multiple Initiative designations, you are required to **complete a separate Final Report for each Initiative** that includes information on **all designations** under each Grant Agreement. For example, if an organization received three CASA designations, one CTC award, and two Cultural Immigrant designations, that organization will fill out three separate Initiative Final Report forms – one for all three CASA designations, one for CTC, and one for the two Cultural Immigrant designations.

Please refer to your organization's Initiative Final Report notification e-mail for a list of all awards made to your organization in FY23. Please contact your program officer immediately if the total project expenses for an initiative are less than the total amount of the grant and/or if your organization was unable to present a proposed project, as this will impact any final payment due or possibly necessitate return of funds previously issued.

INSTRUCTIONS

To complete the Final Report, please follow the directions below. Failure to provide a detailed, timely, and accurate Final Report will result in required revisions and delayed receipt of funds.

Organization Information

Provide the Legal Name, AKA (if applicable), and Tax ID for your organization.

Initiative

Select the applicable Initiative from the dropdown list.

Borough(s)

Select all boroughs where activities took place for the relevant Initiative. This should *not* represent the boroughs from which you drew your participants. To select multiple boroughs, hold down "Ctrl" (PC users) or "⌘" (Mac users).

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Total Contact Hours

Specify the total number of program hours provided as part of this Initiative.
Please see pages 3-4 of the instructions for further detail.

Total Direct Recipients

Enter the total number of people who were served directly by each designation.
Please see pages 3-4 of the instructions for further detail.

Total Indirect Recipients

Enter the total number of people who participated indirectly in activities as part of this Initiative.
Please see pages 3-4 of the instructions for further detail.

Contact Information

Provide the full name, email, and phone number for the primary person at your organization whom DCLA should contact about this report.

Program Officer

Select your organization's assigned program officer from the dropdown list. Refer to your organization's Final Report notification e-mail for your assigned program officer.

Supplemental Materials

Provide links to web-based documentation of programs supported by this funding; if you are reporting on multiple designations, make sure to include documentation for each designation.
Supplemental links are a required part of this report.

Each organization is required to provide **at least one link to a webpage** that provides proof of the program(s) that took place under each designation. Within the content of each link, clearly label each piece of documentation with its corresponding designation. Some examples include:

- Letters of support from teachers, students, seniors, or other participants
- Photographs or online photo albums showing the activity taking place
- Digital files of flyers or other print collateral
- Lesson plans or curricular materials for educational programs

Any online portal (such as a web-based photo album, Google document, DropBox folder, or Facebook page) must be unlocked, without password protection or other login requirement. If you don't already have a portion of your website dedicated to the Initiative being reported on, you may create a page on your website and provide that link in your Final Report, though this is not required.

Certification and Release

The Executive Director or an authorized signatory of the cultural organization must certify that the information in the Final Report is correct and complete.

Initiative Designation List (an attachment to be uploaded)

City Council Initiative grantees will complete and submit a partially pre-populated designation list as part of their Final Report – this list was included as an attachment in the notification email about this report. City

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Council Initiative grantees will upload the completed designation list with itemized detail for each designation within the relevant Initiative. The form will include one line of data for each designation. Upload only the provided form(s), attached to your Final Report announcement e-mail. The designation list will be pre-populated with information from your Grant Agreement and should include changes from Transparency Resolutions, if applicable. If the form is not itemized correctly, please contact your program officer.

The following fields will be pre-populated:

- # (number of designations)
- Name of School partner (for CASA and Anti-Gun only)
- Designating Council Member (if applicable)
- Designation Amount

Grantees will enter the following information into the form:

Project Cost Per Designation - Enter your organization's expenditures under each designation. This may be equal to or greater than the Designation Amount. **Please contact your program officer immediately if the total project expenses for an Initiative are less than the total amount of the grant; this will impact any final payment due.**

Contact Hours - Specify the total number of program hours provided for each designation as part of this Initiative. The number of program hours refers to the number of hours the organization provided cultural content to the participants or attendees of the program, including online content. A group of students participating in an hour-long dance rehearsal is considered one contact hour. Contact hours do not include planning/preparation time or travel/transportation time. Copy the total from the designation list template in the "Total Contact Hours" field at the beginning of the online report form.

Direct Recipients - Enter the number of people who were served directly by each designation. Direct recipients include either audience members or participants for each activity depending upon the focus of the activity. Organizations should use analytics, if available, or best estimates to provide the number of direct NYC recipients of virtual programs. Copy the total from the designation list template in the "Total Direct Recipients" field at the beginning of the online report form.

Indirect Recipients - Enter the number of people who participated indirectly in activities for each designation. Indirect recipients might include audience members who attended or viewed a culminating event but should not include the individuals who received services under the program (direct recipients). Copy the total from the designation list template in the "Total Indirect Recipients Hours" field at the beginning of the online report form.

Project Description (3,500 characters)

Describe the funded activities in detail as they actually occurred. Describe the program structure and include information about artistic discipline/s, artists, participants, and any culminating activities that took

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place. **Do not cut and paste from the Project Synopsis you submitted as part of your original Grant Agreement.**

The program activities **must not overlap with any project supported through the Cultural Development Fund (CDF)**. An exception may be made if the service is a discrete portion/expansion of the CDF project that is excluded from the CDF project's budget. For example, if you were funded through CDF for a mainstage

season of three productions, Initiative funds may be directed to a fourth production but not to the original three productions funded by CDF. If your program is an expansion of a CDF-funded project, please explain in this section how this project is distinct from CDF-funded activity.

Partnership Description (1,500 characters)

This section is required for CASA and Anti-Gun programs to provide a description of your organization's work with each designated school or Agency partner.

For partnerships that took place in FY23, describe any hindrances to successful collaboration with your partner institution and/or any factors that made the partnership particularly strong. Define roles and responsibilities for each entity, and any tangible results of your partnership.

For SU-CASA grantees, please use this space to highlight outreach efforts and any notable collaborations with senior centers for audience engagement. For CTC and Cultural Immigrant Initiatives indicate N/A here.

Achievements and Challenges (800 characters)

Provide a summary of specific program achievements and/or challenges. Identify what could have improved your programming, and what elements were particularly successful.

Project Budget

Provide detail on your organization's expenditures under this Initiative. Refer to your Final Report notification e-mail for the specific amount of each designation. **Note that budget figures in the online report must include the sum total of all designations for that Initiative per line item, where applicable.** For example, if your organization received three CASA awards, the Teaching Artist line item would include the total of all Teaching Artist expenses from all three designations. As always, project expenses may not overlap with expenses related to CDF-funded programming.

Expenses

Apportion project expenses according to the categories specified. All fields are required, so do not leave any fields blank. Use the Notes fields to explain what the budget numbers represent in each of the fields listed – any line item with a figure higher than zero requires a short description. If a category is not applicable, enter "0" for the amount and "N/A" in the corresponding notes field.

Administrative Personnel: Itemize all expenses included for Administrative Personnel, including staff paid on a W2 and independent contractors paid on a 1099.

Teaching Artists: Itemize all expenses included for Teaching Artists, including staff paid on a W2 and independent contractors paid on a 1099. CASA and Anti-Gun Initiatives: do not include DoE teachers, who should be itemized under "Other" as noted below.

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Other Artistic Personnel: Itemize all expenses included for Artistic Personnel. Costs on this line should include any artistic staff or contractors (e.g., artistic directors, performers), but *not* Teaching Artists, who have a separate category. Include staff paid on a W2 and independent contractors paid on a 1099.

Technical/Production Personnel: Itemize all expenses included for Technical and Production Personnel, including staff paid on a W2 and independent contractors paid on a 1099.

Space Rentals/Utilities: Itemize all expenses included. Separate out fees incurred for venue rentals and those incurred for utilities if paid directly.

Equipment Rentals/Supplies: Itemize all expenses included for supplies and equipment rental. Note that DCLA funds cannot be used to purchase equipment including most standard musical instruments. Consumable goods and art supplies are allowed.

Travel/Transportation: Itemize all expenses included for travel or transportation.
For CASA: If the program includes field trips or other activities outside the partner school site, transportation for students must be provided at no cost to the students.

Advertising/Marketing: Itemize all expenses included for advertising or marketing.

Other: Itemize all remaining expenses. Include any regular school staff who were paid with Initiative funds. Specify in the note if this was required by the Department of Education. If SU-CASA, include here the \$2,000 stipend to be paid to each partner senior center as part of the program expense incurred as a result of administration of your program.

Total Expenses: This field will auto-calculate and should match the Total Income line below as well as the Total Project Cost in the Initiative Designation attachment.

Income

Initiative Award Total Amount: Enter the total grant amount for this Initiative, inclusive of multiple designations, if applicable. Refer to the Initiative email notification you received.

Other Income: If the Total Expenses are higher than the Initiative Award Total, indicate sources and amounts of additional income in the corresponding note. It is not necessary that the project cost more than the Initiative Award Total.

Total Income: This field must match the Total Expenses in this form above and must also match the Total Project Cost in the Initiative Designation attachment.

Receipt: This section is not editable and is included for your program officer's reference only for payment processing.

Submit: Hit the "Submit" button when the form is complete and ready for DCLA review. You will not be able to return to the form after it is submitted. Please save a copy of the PDF of your submission and receipt email for your own reference, and in case your program officer requests a revision.

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