



**FY 2010 FINAL REPORT  
CAPITAL REGION PERFORMING  
ARTS TOURING PROGRAM GRANTS**

Instructions for completing the Final Report:

1. **eGRANT deadline: 30 days after the completion of the project.** Final reports must be successfully submitted in eGRANT no later than **30 days after the completion of the project.**
2. Follow these steps to access and complete the final report in eGRANT:
  - a. Go to eGRANT – [www.egrant.org](http://www.egrant.org)
  - b. Click the “Reports for ALL Grant Types” GO button
  - b. Type your existing login and password and click the LOGIN button
  - c. Locate your FY 2010 Capital Region Performing Arts Touring (CRPAT) application and click on the green EDIT button across from the words Final Report
3. **In addition, the following documents must be delivered to MSAC.**
  - a. A paper version of the Final Report PDF with an original signature
  - b. Samples of your organization’s FY 2010 Capital Region Performing Arts Touring grant marketing materials including brochures, invitations, announcements, and newsletters. These materials will be used to verify your compliance in acknowledging your MSAC grant as specified in the grant agreement and the Grant Recognition Guidelines. The Grant Recognition Guidelines are available on MSAC’s website.
4. Questions regarding the final report may be directed to Angela Lohr, Grants and Data Manager, at 410-767-6557 or [alohr@msac.org](mailto:alohr@msac.org)

MSAC STAFF USE ONLY

CTP 2010/\_\_\_\_\_  
\$

CAPITAL REGION PERFORMING ARTS TOURING GRANT FINAL REPORT  
FY 2010 - DEADLINE: 30 DAYS AFTER THE PROJECT IS COMPLETE

**THIS FINAL REPORT MUST BE COMPLETED IN EGRANT.**

Organization:

**A. NARRATIVE:** The answers to the narrative section may not exceed two pages.

Please describe the activities that took place during the grant period. Include the name of the artist/company as well as the date(s) of the project/artistic presentation. Please describe how this project did or did not meet one or all of the goals of CRPAT (see program goals in the CRPAT guidelines).

Please provide any feedback you would like to share to let us know how the program may be improved.

**B. DEMOGRAPHIC INFORMATION**

**Arts Education:** Arts education is defined as an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Please check the item(s) that best applies to this grant.

- 01 50% or more of this organization's activities are arts education directed to:
  - A. K-12 Students
  - B. Higher education students
  - C. Pre-kindergarten children
  - D. Adult learners (including teachers and artists)
  
- 02 Less than 50% or more of this organization's activities are arts education directed to:
  - A. K-12 Students
  - B. Higher education students
  - C. Pre-kindergarten children
  - D. Adult learners (including teachers and artists)
  
- 99 None of this organization's activities involve arts education

**Total Number of Individuals Benefiting:** The total number of artists participating, children and youth benefiting, and other direct beneficiaries and participants.

---

**Total Number of Artists Participating:** The total number of artists directly involved in providing art or artistic services. Include living artists whose work is represented, regardless of whether the work was provided by the artist or by an institution.

---

**Total Number of Children/Youth Benefiting:** The total number of children and youth (including people under 18 years old, students, participants, and audience members) benefiting directly.

---

**C. BUDGET**

**Instructions:**

1. The budget should reflect the **ACTUAL** income and expenses for the artist engagement.
2. CRPAT grants must be matched at least dollar for dollar in cash. Final reports that do not demonstrate the required match will be returned for revision.

Actual Cash Expenses		Actual Cash Income	
1. Artist/Company Fees		10. Ticket Sales - performances	
2. Artist Travel, Lodging, and Per Diem – if not included on line 1		11. Admissions – other activities	
3. Technical Personnel		12. Other Earned Income – please specify	
4. Other Personnel		13. Individual Contributions	
5. Marketing/Publicity		14. Grants – Government, Foundation, Corporate	
6. Space Rental		a.	
7. Equipment Rental		b.	
8. Other Cash Expenses – please list		c.	
a.		15. Applicant Cash	
b.		16. MSAC Grant	
c.		<b>17. TOTAL INCOME</b>	
d.			
<b>9. TOTAL EXPENSES</b>			

**In-kind contributions:** Please describe the source(s) and amount(s) of any in-kind contributions (donated goods or services) specifically related to this project. May not exceed one 8 ½” x 11” sheet of paper.

I certify that all information contained in this report is true and accurate.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE FORM

This information is being gathered for the National Endowment for the Arts. Each organization must submit one complete National Standard for Arts Information Exchange form as part of their final report.

Organization:

\_\_\_\_ \_  
State Legislative District Number\*

  0     0   \_\_\_\_  
Federal (U.S.) Congressional District Number\*

\*Please provide the district numbers for your organization. PLEASE NOTE: The State Legislative District Number may also include a letter (e.g., 34A). A physical address must be used – not a PO Box address. You can use this website - <http://mdelect.net/> - to look up your organization's district numbers.

**Applicant Status:** Check the one category which best describes your organization's legal status.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 02 Organization Nonprofit | <input type="checkbox"/> 04 Government Federal | <input type="checkbox"/> 05 Government State     |
| <input type="checkbox"/> 06 Government Regional    | <input type="checkbox"/> 07 Government County  | <input type="checkbox"/> 08 Government Municipal |
| <input type="checkbox"/> 09 Government Tribal      | <input type="checkbox"/> 99 None of the Above  |  |

**Applicant Discipline:** Check the one category which best describes your organization's main art form.

- |  |   |
|--|---|
| <input type="checkbox"/> 01 Dance – do not include mime      | <input type="checkbox"/> 09 Media Art                                   |
| <input type="checkbox"/> 02 Music                            | <input type="checkbox"/> 10 Literature                                  |
| <input type="checkbox"/> 03 Opera/Music Theater              | <input type="checkbox"/> 11 Interdisciplinary                           |
| <input type="checkbox"/> 04 Theater                          | <input type="checkbox"/> 12 Folklife/Traditional Arts                   |
| <input type="checkbox"/> 05 Visual Arts                      | <input type="checkbox"/> 13 Humanities                                  |
| <input type="checkbox"/> 06 Design Arts                      | <input type="checkbox"/> 14 Multi-Disciplinary                          |
| <input type="checkbox"/> 07 Crafts                           | <input type="checkbox"/> 15 Non-Arts/Non-Humanities – none of the above |
| <input type="checkbox"/> 08 Photography – include holography |   |

**Project Discipline:** Check the one category which best describes the funded art form.

- |  |   |
|--|---|
| <input type="checkbox"/> 01 Dance – do not include mime      | <input type="checkbox"/> 09 Media Art                                   |
| <input type="checkbox"/> 02 Music                            | <input type="checkbox"/> 10 Literature                                  |
| <input type="checkbox"/> 03 Opera/Music Theater              | <input type="checkbox"/> 11 Interdisciplinary                           |
| <input type="checkbox"/> 04 Theater                          | <input type="checkbox"/> 12 Folklife/Traditional Arts                   |
| <input type="checkbox"/> 05 Visual Arts                      | <input type="checkbox"/> 13 Humanities                                  |
| <input type="checkbox"/> 06 Design Arts                      | <input type="checkbox"/> 14 Multi-Disciplinary                          |
| <input type="checkbox"/> 07 Crafts                           | <input type="checkbox"/> 15 Non-Arts/Non-Humanities – none of the above |
| <input type="checkbox"/> 08 Photography – include holography |   |

**Applicant Institution:** Check the one category which best describes your organization.

- 03 Performing Group
- 04 Performing Group College/University
- 05 Performing Group Community
- 06 Performing Group Youth
- 07 Performing Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government Executive
- 39 Government Judicial
- 40 Government Legislative House
- 41 Government Legislative Senate
- 42 Media Periodical
- 45 Media Radio
- 46 Media TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

**Grantee Race:** For organizations, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- A - Asian
- B - Black/African American
- H - Hispanic/Latino
- N - American Indian/Alaska Native
- P - Native Hawaiian/Pacific Islander
- W - White
- 99 - No single group

**Project Race/Ethnicity:** If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, chose the terminal code "99."

- A - Asian
- B - Black/African American
- H - Hispanic/Latino
- N - American Indian/Alaska Native
- P - Native Hawaiian/Pacific Islander
- W - White
- 99 - No single group

**Project Descriptors:** Mark which, if any, of the descriptors below comprise a significant portion (50% or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

- A - Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I - International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P - Presenting/Touring: Grants or services resulting in the movement of artists or artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presenting of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T - Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y - Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug-alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

**Activity Type:** Check the one category which best describes the funded activity/activities.

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support – Administrative
- 15 Professional Support – Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing about Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above