



GRANT CONTRACT EXHIBITS PACKET

FINAL PAYMENT REQUEST FORMS FOR REMAINING 70% OF GRANT

The **FINAL 70% PAYMENT** of the awarded grant will be released upon submission by the **GRANTEE** of the listed documents below after the program has been completed:

FINAL REQUEST FORM (Exhibit A-1)

FINAL EXPENSE SPREADSHEET (Exhibit A-2)

SUMMARY OF PROJECT RESULTS (Exhibit B)

COMPLETED CERTIFICATION FORM (Exhibit C)

Read **GRANTOR RECOGNITION POLICY** (Exhibit D)

Read **GRANTOR POLICY PROHIBITING PERQUISITES**

Read **INFORMATION REGARDING THE FUNDED PROGRAM**

We will not be asking for mailed copies this year.

All forms and paperwork should be sent by email to:

Bobbi Ossip

Grants Manager

grantsmanager@fundingartsnetwork.org

EXHIBIT A-1

FINAL PAYMENT REQUEST FORM

Date Submitted: _____

Grant Year: _____

Total Grant: _____

Name of Organization: _____

Name of Program/Exhibition: _____

Check to be sent to:

Name of Organization: _____

Attention: _____

Address: _____

Phone: _____

Authorized Signer: _____

Print Name: _____

EXHIBIT A-2

GRANT FUNDS EXPENDITURE LOG

Sample Spreadsheet

FAN Grant Funds Expenditure Log - Exhibit A-2 (continued)						
You are responsible for retaining and providing, if requested, the documentation of all grant expenditures. Keep track of FAN grant expenditures as they are made. List only those expenditures that were paid in approved categories as listed on your application. Add rows as necessary.						
Organization Name:				Program Name:		
Transaction # <small>(Debit, check)</small>	Payment date	Payee	Trans. Total	FAN Funds Used	Budget Category <small>(See allowable categories below)</small>	Description (Artist, program, exhibit, ec)
				\$0.00		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
Total FAN Funds Expended				\$0.00		
Reviewed and approved by: _____			Title: _____		Date: _____	
Allowable Categories						
Artistic staff	Technical/Production	Outside artistic fees	Outside technical fees	Program materials		
Exhibition fees/Royalties		Program equipment purchases or rentals				

Use the spreadsheet provided by Bobbi Ossip, Grants Manager, with instructions.

COPIES OF INVOICES NOT REQUIRED

EXHIBIT B

FINAL REPORT FORMAT

All material should be emailed to:

Bobbi Ossip

Grants Manager

grantsmanager@fundingartsnetwork.org

The FINAL REPORT must arrive within thirty (30) days of the final performance or exhibition of the project or by July 30, 2025, whichever date is earlier. Grantee's failure to submit a Final Report in a timely fashion may result in a loss of reimbursement for 10% of the Funded Amount.

1. Summary of project results (one page only):
 - Give date(s), time(s) and location(s) of activities or performances.
 - Provide the actual attendance/audience and program participants; compare with estimates in grant application.
 - List any other grants (grantor and amount) that were used for this project.
 - Explain how this project met (or did not meet) your expectations.
 - Summarize the results of any evaluations completed by audiences, students, teachers and/or other participants. (A representative sampling may be attached to your report.)
 - Attach links to media reviews of the project, including social media reviews.
 - Note whether this project will be repeated, and if so, note any changes that will be made.

2. Completed Certification Form must be returned with your Final Report (see Exhibit C).

EXHIBIT C

FINAL REPORT CERTIFICATION

I hereby certify that the information in the Final Report provided to FUNDING ARTS NETWORK, INC. pertaining to the **2024-2025** FUNDING ARTS NETWORK grant award received by our organization, including budget and grant use information, is accurate and true to the best of my knowledge.

Organization Name: _____

Program/Exhibition Name: _____

Signature: _____

Printed Name and Title: _____

EXHIBIT D

GRANTOR RECOGNITION POLICY

GRANTEE SHALL ASSURE THAT ALL PERSONS WITHIN ITS ORGANIZATION AND ANY AND ALL THIRD PARTIES PERFORMING SERVICES FOR GRANTEE ADHERE TO THE POLICY DESCRIBED BELOW.

Recipients of FAN grants must accord recognition to FAN as a funding source in all media, including but not limited to those listed below, at the same level as recognition is accorded to equivalent grantor or donor organizations:

- Brochures
- Signs
- Posters
- Notices
- Programs
- Press releases
- Advertising (including buses, bus shelters and bus benches)
- E-mail
- Cultural listings
- Web page
- Media fact sheets
- Promotional materials
- Announcements pertaining to or related to the project

Grantor name may be included on a donor wall or poster.

FAILURE TO FOLLOW THE POLICIES LISTED ABOVE MAY RESULT IN A 10% REDUCTION IN THE GRANT AWARD AND MAY BE A FACTOR IN THE CONSIDERATION BY GRANTOR OF FUTURE PROPOSALS SUBMITTED BY GRANTEE.

EXHIBIT E

GRANTOR POLICY PROHIBITING PERQUISITES

GRANTEE SHALL ASSURE THAT ALL INDIVIDUALS WITHIN ITS ORGANIZATION SHALL ADHERE TO THE POLICY OF THE FUNDING ARTS NETWORK DESCRIBED BELOW OR AS IT MAY BE AMENDED.

**IT IS THE POLICY OF FUNDING ARTS NETWORK, INC.,
NOT TO ACCEPT PERQUISITES OF ANY TYPE
FROM PERFORMING OR VISUAL ARTS ORGANIZATIONS**

In order to avoid any perception of a conflict of interest, FUNDING ARTS NETWORK does not permit any member to accept, on behalf of the organization or individually as a member of FUNDING ARTS NETWORK, any privileges or benefits from a grantee. FUNDING ARTS NETWORK does recognize, however, that many of its members contribute to organizations individually or on a family or corporate basis and that they may receive special donor invitations from performing or visual arts organizations to events, functions, etc. because of their donor category.

Unlike corporations or institutions that may accept and use many types of perquisites from performing and visual arts organizations, FUNDING ARTS NETWORK does not accept any type of perquisite.

Perquisites include, but are not limited to, discount, flexible or free tickets; blocks of free or reduced-price tickets; use of facilities for meetings or events; pre-opening, opening or closing cocktail parties, receptions, luncheons or dinners; special performances or events for its membership; plaques or other awards; tee shirts or "giveaways;" or any type of product or item of value.

We encourage our members to attend grantee events. We assign a FUNDING ARTS NETWORK member to be a Contact for each grantee and to attend the event that FUNDING ARTS NETWORK funded. However, unless the performance is free to all of the community, members, including Grantee Contacts, are expected to purchase their own tickets at full price.

EXHIBIT F

INFORMATION REGARDING THE FUNDED PROGRAM

Notify Bobbi Ossip, Grants Manager (grantsmanager@fundingartsnetwork.org); Terry Kaplan and Letitia Richardson, Co-Vice Presidents - Grants (vpgrants@fundingartsnetwork.org); and Cultural Camaraderie coordinators Helaine Ohayon (hbso49@gmail.com) and Lisa Block (ljamronblock@yahoo.com) **IN WRITING** of the following information regarding the funded program by the dates indicated below:

- Event name or title
- Ticket prices
- Event date(s)
- Location(s)
- Dates, times, etc. of free performances, or open rehearsals
- Contact/Reservation phone number(s)

For July, Aug., Sept. 2024 programs: DEADLINE: May 20, 2024

For Oct., Nov., Dec. 2024 programs: DEADLINE: August 19, 2024

For Jan., Feb., March 2025 programs: DEADLINE: November 18, 2024

For April, May, June 2025 programs: DEADLINE: February 17, 2025

All changes to the program must be approved in writing by FAN. Changes including:

- duration, size or number of programs/exhibits
- character or substance of the program(s)/exhibit(s) or of participant(s) in the program(s)
- venue
- description of the program in the application and FAN ballot (“Substantial Changes”)

Send written request for change to:

Bobbi Ossip, Grants Manager, at grantsmanager@fundingartsnetwork.org;
Jackie Kamin, President, at fan@fundingartsnetwork.org; and Terry Kaplan and
Letitia Richardson, Co-Vice Presidents - Grants, at
vpgrants@fundingartsnetwork.org.

Notify FAN as soon as said changes are known to the Grantee but no later than 30 days prior to the start of the program.