



# Baltimore County Commission on Arts and Sciences Operating Grant Final Report FY2016

Report responses must be submitted via email.  
Reports due August 17, 2016, 4:00 p.m.

|  |               |       |                 |
|--|---------------|-------|-----------------|
| Organization Name  |               |       |                 |
| Mailing Address  |               |       |                 |
| City   | State         |       | Zip Code + Four |
| Street Address   | City          | State | Zip Code + Four |
| Federal Taxpayer Identification Number                       |               |       |                 |
| Organization Phone – include area code and extension         |               |       |                 |
| Fax Number – include area code                               |               |       |                 |
| Website  |               |       |                 |
| Executive Director – Dr. Mr. Mrs. Ms.                        |               |       |                 |
| Executive Director’s Title                                   |               |       |                 |
| Executive Director’s Phone – include area code and extension |               |       | Mobile Phone    |
| Executive Director’s Email Address (required)                |               |       |                 |
| Contact Person – Dr. Mr. Mrs. Ms.                            |               |       |                 |
| Contact Person’s Title                                       |               |       |                 |
| Contact Person’s Phone – include area code and extension     |               |       | Mobile Phone    |
| Contact Person’s Email Address (required)                    |               |       |                 |
| Marketing/Public Relations Contact Name                      |               |       |                 |
| Phone  | Email Address |       |                 |

## Who Benefits From Your Organization's Projects and Programs

Total Paid Attendance \_\_\_\_\_

Total Free Attendance \_\_\_\_\_

Total Attendance \_\_\_\_\_  
 (Total Paid Attendance + Total Free Attendance)

Total number of individuals benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County individuals benefiting from projects/programs \_\_\_\_\_

Total number of children/youth (under 18) benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County children/youth (under 18) benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County School students benefiting from your organization's projects/programs \_\_\_\_\_

Total number of artists benefiting from your organization's projects/programs \_\_\_\_\_

Total number of Baltimore County artists benefiting from projects/programs \_\_\_\_\_

Where do your audience/program attendees live?

| Where Attendees Live  | Number of Attendees | Percentage of Total Audience |
|-----------------------|---------------------|------------------------------|
| Anne Arundel County   |                     |                              |
| Baltimore City        |                     |                              |
| Baltimore County      |                     |                              |
| Carroll County        |                     |                              |
| Harford County        |                     |                              |
| Howard County         |                     |                              |
| Other Maryland County |                     |                              |
| Outside Maryland      |                     |                              |
| Outside United States |                     |                              |

Note: Percentages can be rounded and should total 100%

Average number of paid personnel employed by your organization during FY2015 \_\_\_\_\_

Administrative                      Full Time \_\_\_\_\_      Part Time \_\_\_\_\_

Artistic                              Full Time \_\_\_\_\_      Part Time \_\_\_\_\_

Technical/Production              Full Time \_\_\_\_\_      Part Time \_\_\_\_\_

Education                          Full Time \_\_\_\_\_      Part Time \_\_\_\_\_

Total Volunteers \_\_\_\_\_

Total Interns                      \_\_\_\_\_

### **Impact of Grant Funds**

**Answer the following narrative questions in the space provided. Please keep responses clear, concise and legible.**

Organizational Highlights July 2015-June 2016

What specific programs benefited from the Baltimore County Commission on Arts and Sciences grant funds this fiscal year?

How did Baltimore County citizens benefit from the program(s) funded by this Baltimore County Commission on Arts and Sciences grant? Please be specific, with outreach efforts, programs and events taking place in Baltimore County and/or in partnership with County organizations.

How has your organization specifically served Baltimore County youth?

If your organization has an educational outreach component, briefly describe and outline its impact.

Describe your multi-cultural outreach efforts and successes for the past year.

How would your programs, services staff or other functions be impacted if Baltimore County Commission on Arts and Sciences funds were not available?

# Summary Financial Report

Name of Organization \_\_\_\_\_

| Revenue                         | Actual FY2015 | Actual FY2016 |
|---------------------------------|---------------|---------------|
| Membership Dues                 | \$            | \$            |
| Ticket Sales                    | \$            | \$            |
| Contracted Services             | \$            | \$            |
| Corporate Donations             | \$            | \$            |
| Individual Donations            | \$            | \$            |
| Anne Arundel County Grants      | \$            | \$            |
| Baltimore City Grants           | \$            | \$            |
| Baltimore County Grants         | \$            | \$            |
| Carroll County Grants           | \$            | \$            |
| Harford County Grants           | \$            | \$            |
| Howard County Grants            | \$            | \$            |
| Other City/County Grants        | \$            | \$            |
| Maryland State Arts Council     | \$            | \$            |
| Other Maryland State Grants     | \$            | \$            |
| Nat'l Endowment for Arts Grants | \$            | \$            |
| Other Federal Grants            | \$            | \$            |
| Endowment/Investment Income     | \$            | \$            |
| Other Revenue                   | \$            | \$            |
| <b>Revenue Sub-Total</b>        | \$            | \$            |
| In-Kind Revenue                 | \$            | \$            |
| <b>Total Revenue</b>            | \$            | \$            |

| Expenses                       | Actual FY2015 | Actual FY2016 |
|--------------------------------|---------------|---------------|
| Administrative Salaries        | \$            | \$            |
| Artist-Performer Salaries/Fees | \$            | \$            |
| Program Costs (non-personnel)  | \$            | \$            |
| Travel/Transportation          | \$            | \$            |
| Promotion/Advertising          | \$            | \$            |
| Administrative/Office Supplies | \$            | \$            |
| Mortgage/Facilities Rental     | \$            | \$            |
| Insurance                      | \$            | \$            |
| Debt Service                   | \$            | \$            |
| Other Expenses                 | \$            | \$            |
| <b>Total Expenses</b>          | \$            | \$            |

## Financial Information

Per your grant agreement and as a requirement of the Baltimore County Code, you must also submit the following financial information:

- If grant amount is under \$10,000, submit a financial statement from the most recently completed budget year. Submit as a PDF file.
- If grant amount is between \$10,001 and \$35,000, submit a Financial Statement Review by an independent CPA or an Audited Financial Statement. Submit as a PDF file.
- If grant amount is more than \$35,001, submit an Audited Financial Statement from an independent CPA. Submit as a PDF file.

## Operating Expense Invoices

Attach a copy of operating expense invoices equal to or exceeding your grant amount. These operating expenses must be allowed uses under your organization's grant agreement with Baltimore County. For examples of allowed uses, see the Summary Budget Report Expenses listings above.

For each attached invoice, list the vendor, services/goods purchased, and amount.

Vendor  
Services/Purchases  
Amount

Vendor  
Services/Purchases  
Amount

Vendor  
Services/Purchases  
Amount

Vendor  
Services/Purchases  
Amount

## Grant Support Credit/Acknowledgement

Submit no more than three samples of written material acknowledging grant support by the Citizens of Baltimore County. Visit [baltimorecountymd.gov/arts](http://baltimorecountymd.gov/arts) for grant acknowledgement criteria and logos.

## Checklist

- All sections of the Final Report completed
- Samples of written materials acknowledging Baltimore County's grant, attached in PDF format
- Summary Financial Report
- Financial Information (see section above)

*If financial reviews/statements are not yet available, anticipated date of delivery \_\_\_\_\_*

- Copies of paid invoices for allowed expenditure equal to or exceeding FY2016 grant amount
- Completed and signed post-grant affidavit (see below final report signature)

## Final Report Signature

The Grant Recipient agrees to complete and submit this report by electronic means, including the use of an electronic signature.

I verify that the person named below is authorized to sign this Baltimore County Arts and Sciences Commission grant final report on behalf of the applicant organization. I certify that all information contained in this document is true and accurate.

Name \_\_\_\_\_  
(Authorized Representative and Affiant)

**This constitutes an  
electronic signature.**

Title \_\_\_\_\_

Date \_\_\_\_\_

**BALTIMORE COUNTY COMMISSION ON ARTS AND SCIENCES  
POST GRANT AFFIDAVIT**

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the *[title]*, \_\_\_\_\_ and I am duly authorized to represent and bind *[business]* \_\_\_\_\_ (the "Grantee"), a Maryland non-stock corporation, and that I possess the legal authority to make this Affidavit on behalf of myself and the Grantee.

B. USE OF GRANT FUNDS

I FURTHER AFFIRM THAT:

Fiscal year \_\_\_\_\_ Baltimore County grant funds have been used by the Grantee solely to implement the Scope of Services, in accordance with the Budget, all as set forth in the Grant Agreement dated \_\_\_\_\_.

C. NO IMPROPER USE

I FURTHER AFFIRM THAT:

No Baltimore County grant funds have been used for any purposes not permitted under the Grant Agreement. In particular, I affirm that:

1. The Grant was not used for deficit funding, or for costs incurred or for which commitment was made before the Effective Date of the Grant Agreement.
2. The Grant did not fund one hundred percent (100%) of the costs associated with the Scope of Services.
3. The Grantee did not permit any changes to the Scope of Services or the Budget without the prior written consent of the County.
4. The Grant was not be used for fundraising events unrelated to the Scope of Services.
5. The Grantee did not transfer, assign, pledge or hypothecate any right or interest in any payment or advance due pursuant to the Grant Agreement, or any of the other benefits thereof, without the prior written consent of the County.
6. The Grantee did not subcontract any portion of the Scope of Services without the prior written consent of the County.

D. COMPLIANCE WITH GRANT REQUIREMENTS

1. The Grantee complied with the non-discrimination provisions of the Grant.
2. The Grantee complied with the political disclosure requirements of the Grant.
3. The Grantee did not violate the political activity prohibition provisions of the Grant.
4. The Grantee did not violate the lobbying prohibition provisions of the Grant.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Name \_\_\_\_\_  
(Authorized Representative and Affiant)

**This constitutes an  
electronic signature.**

Title \_\_\_\_\_

Date \_\_\_\_\_

## IMPORTANT SUBMISSION NOTES

Documents are due **August 17, 2016, 4:00 p.m.** and must be **submitted via email** to [artsgrants@baltimorecountymd.gov](mailto:artsgrants@baltimorecountymd.gov)

Only documents in **PDF format** will be accepted.

To help us ensure all your documents are received, please use the following email subject lines:

**Subject line for Final Report:**

(Name of organization) FY2016 Operating Grant Final Report

**Subject line for attachments:**

(Name of organization) FY2016 Operating Grant Final Report Attachment 1 of 3

(Name of organization) FY2016 Operating Grant Final Report Attachment 2 of 3

(Name of organization) FY2016 Operating Grant Final Report Attachment 3 of 3