GENERAL OPERATING SUPPORT
2012- 2013 FINAL REPORTING INSTRUCTIONS

Do not return the completed final report via fax or email.
Original signatures and attachments are needed.
Return no later than June 1, 2013 to:
Virginia Commission for the Arts
223 Governor Street
Richmond, VA 23219
804/225-3132

On a separate piece of paper, provide the following information in the order specified below. Title all pages, **"Final Report - 2012 - 2013 General Operating Support."** You may use this page as a checklist

1. Grant identification number. Refer to the award letter.
2. Grantee name, address, telephone, email, and contact person.
3. Independent city or county in which grantee is located.
4. Describe the effect this grant had on your organization.
5. Describe any significant changes in your organization's structure, financial status, programming, staff, long-term plans, or physical location since the time the grant application was written. Examples might include the cancellation of on-going programs described in the application or the development of new activities, the loss or addition of several paid staff positions, a capital campaign, the eradication of a debt, etc.
6. Total attendance at all activities. If activities are itemized, **please give grand total.**
7. Total number of artists participating in all activities. If activities are itemized, **please give grand total.**
8. Number of arts events in Virginia. **Provide the grand total** as well as totals for all types of activities listed below. Do not count receptions, parties, special fundraising events.
   - performances (e.g. each performance of a production = 1 event).
   - exhibits
   - readings
   - workshops/classes (a series of workshops/classes involving the same participants =1event).
   - other (please describe).
9. The actual **grand total** number of individuals under age 18 who attended your organization's activities.
10. In addition to statistical information about your organization, the Commission would like stories about any program or event or service that you feel was particularly effective in helping your organization fulfill its mission. This information may be used in reporting to the General Assembly and to the Governor's office. Please attach as many additional pages as you need. You may submit more than one example if desired.
11. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement please type the name, title and daytime phone of the person reporting, **and provide an original signature.**
12. Attach samples of printed programs, reviews, articles, evaluation forms, or brochures regarding your activities in 2011 - 2012. ***Highlight recognition of the Virginia Commission for the Arts and The National Endowment for the Arts***
13. The Commission must receive your year-end financial reports or an audit listing total income and total expenses for your 2011 - 2012 fiscal year no later than December 1, 2013. Please break down donations by "Individuals", "Corporations" and "Foundations". The Commission **does not** accept IRS tax or 990 forms in lieu of financial statement or audit.
14. Return the completed report to the Commission office no later than **June 1, 2013**. (***This is not a postmark date***.)

(PLEASE NOTE THE NEW FINAL REPORT DEADLINE OF JUNE 1st)