

EXHIBIT D

**FULTON COUNTY ARTS COUNCIL**

141 PRYOR ST, SW; ATLANTA, GA 30303

Phone: (404) 612-5780

Fax: (404) 730-5798

Website: [www.fultonarts.org](http://www.fultonarts.org)

**2009/2010 CONTRACTS FOR SERVICES – TECHNICAL ASSISTANCE  
FACILITIES FINAL REPORT INSTRUCTIONS**

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**Deadline:** Please submit the report no later than 5:00 p.m. on **July 30, 2010**.

**For Assistance:** Please contact Contracts for Services staff at (404) 612-5780.

**Organizing the Report:** Please provide the documentation in the order requested. If the report is disorganized and difficult to verify, it will be returned to the organization without processing. Please type or use word processing software; handwritten reports cannot be accepted.

**Submission:** The Final Report may not be submitted prior to the project completion date. You are encouraged to submit your Report as soon as possible after your project is complete but no later than July 30, 2010.

**Matching CASH Funds:** Per the guidelines, CAPITAL IMPROVEMENTS contractors are required to match the awards as follows:

Organizations with operating budgets under \$100,000

Organizations are required to match the award on a minimum 2:1 (\$2 of FCAC award to \$1 of match) basis with funding from other sources (foundation, corporate, private support or earned revenue)

Organizations with operating budgets between \$100,001-\$500,000

Organizations are required to match the award on a minimum 1:1 basis with funding from other sources (foundation, corporate, private support or earned revenue)

Organizations with operating budgets over \$500,001

Organizations are required to match the award on a minimum 1:2 (\$1 of FCAC award to \$2 of match) basis with funding from other sources (foundation, corporate, private support or earned revenue)

**Attachments:** Please submit the appropriate documentation as listed in the Final Report.

**Fulton County Arts Council**  
141 Pryor Street, SW, Suite 2030  
Atlanta, Georgia 30303  
**Phone: 404.612.5780**  
**FAX: 404.730.5798**

**Project Dates:** July 1, 2009–June 30, 2010  
Final Reports are due in the Fulton County  
Arts Council Office by **at the completion of  
your project but no later than 5:00pm  
on JULY 30, 2010**



## 2009/2010 TECHNICAL ASSISTANCE FACILITIES

### FINAL REPORT FORM

#### A. CONTRACTOR INFORMATION

1. Organization Name \_\_\_\_\_
2. Organization Mailing Address \_\_\_\_\_
3. Contact Person & Title \_\_\_\_\_
4. Contact's Phone Number \_\_\_\_\_ 5. Contact's Fax Number \_\_\_\_\_
6. Contact's E-mail \_\_\_\_\_
7. Fulton County Commission District of project \_\_\_\_\_
8. Award amount \$ \_\_\_\_\_

#### B. CERTIFICATION

I hereby certify that all information provided on this 2009/2010 Final Report is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Authorized Official of Contractor

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Date

#### C. AWARD CATEGORY – check one (1) box

*Please complete separate forms if you received an award in both categories*

CAPITAL IMPROVEMENTS

RENTAL SUBSIDY

## D. BUDGET

Use the form below to provide your **Technical Assistance Facilities FINAL** project budget. **Please attach a detailed budget breakdown of all CASH Expenses and Income. Failure to attach a breakdown may result in a delay in your final disbursement.** All expenses must have occurred between **July 1, 2009 – June 30, 2010.**

CASH EXPENSES	PROJECTED Cash Expenses for the Project	ACTUAL Cash Expenses for the Project
1. Personnel – Administrative		
2. Personnel – Artistic		
3. Personnel – Technical/Production		
4. Outside Fees & Services – Artistic		
5. Outside Fees & Services – Other		
6. Marketing		
7. Other Operating Expenses		
<b>8. TOTAL CASH EXPENSES (lines 1 to 7)</b>		

### CASH INCOME

9. Earned Income		
10. Corporate Support		
11. Foundation Support		
12. Other Private Support		
13. Government Support (federal, state, city)		
14. County Government Support (from other Fulton County depts)		
15. Applicant Cash		
<b>16. Subtotal CASH Income (sum of lines 9 to 15)</b>		
17. FCAC Contract Award		
<b>18. TOTAL CASH INCOME (sum of lines 16 &amp; 17)</b>		

\* **PROJECTED Cash Expenses and Income** figures are the budget figures submitted in your 2009/2010 *Revised Contract Summary and Budget Form*. If you did not revise your budget because you received your full request amount, please use the figures included in your 2009/2010 application.

**D-1:** Please detail how FCAC funds were spent for this period. Show expenses as though final disbursement has been made. Attach a separate sheet if necessary

Description	FCAC Funds Disbursement

**E. FACILITIES PROJECT SUMMARY (2 page maximum, attach after this page)**

**FOR CAPITAL IMPROVEMENTS**

Summarize your Capital Improvements project. Be sure to address the following in your narrative:

- Describe the project – be specific: provide titles, dates, location(s) of work completed, and a summary of the activity. Attach copies of receipts for work paid for in part or total by the award. Indicate if the project was completed in its entirety or if there is additional work to be done. If so, indicate next steps to completing the project and the anticipated completion date.
- Describe the impact the project has made on your organization. This may include but is not limited to: improved artistic/cultural excellence as a result of the project; the benefits of meeting ADA facility compliance; etc.
- List and explain any changes to the project from the information presented in the application. Explain any challenges and/or obstacles the organization encountered in completing the Scope of Services.

**FOR RENTAL SUBSIDY - *The subsidy may only be used to support Fulton County-based nonprofit arts organizations.***

Summarize your Rental Subsidy project. Be sure to address the following in your narrative:

- Explain how you marketed the rental subsidy program and the criteria used to select recipients.
- Detail exactly how the subsidy was used during the cycle. As a separate attachment, list the following for each renter supported by the subsidy:
  - name and address of the organization;
  - date(s) used;
  - the number of performances/activities;
  - a brief description of the type of event (e.g., dance performance, theatrical presentation, etc.);
  - rate charged with the subsidy and the what the rate would have been without the subsidy;
  - copy of the lease agreement signed by the renter
  - services provided to the renter (e.g., technical equipment, marketing assistance, etc.); indicate if any additional services were provided as a result of the subsidy
- Summarize the impact of the subsidy on your organization and the recipients.
- List and explain any changes to the project from the information presented in the application. Explain any challenges and/or obstacles the organization encountered in completing the Scope of Services.

## **F. REQUIRED ATTACHMENTS**

1. **WRITTEN CORRESPONDENCE TO ALL FULTON COUNTY COMMISSIONERS.** Reference the contract for more information on this requirement.
2. **PROGRAM DOCUMENTATION:**
  - ❖ **Capital Improvements:** Submit evidence of the work that was completed. This may include pictures, copies of studies completed, etc. **Attach copies of receipts for work paid for in part or total by the award.**
  - ❖ **Rental Subsidy:** The following information for each renter supported by the subsidy:
    - name and address of the organization;
    - date(s) used;
    - the number of performances/activities;
    - a brief description of the type of event (e.g., dance performance, theatrical presentation, etc.);
    - rate charged with the subsidy and the what the rate would have been without the subsidy;
    - copy of the lease agreement signed by the renter
    - services provided to the renter (e.g., technical equipment, marketing assistance, etc.); indicate if any additional services were provided as a result of the subsidy
3. Any announcements, news releases, flyers, posters, and other materials specific to the activities or project; publicity or printed materials documenting the FCAC logo and credit line.

**BE SURE TO SIGN THE FRONT PAGE OF THIS FINAL REPORT BEFORE SUBMITTING TO THE FCAC**

**Assemble your final report and mail to:**

Fulton County Arts Council  
ATTN: Contracts for Services  
141 Pryor Street, Suite 2030  
Atlanta, GA 30303