Grantees must complete the final report using COA’s on-line e-granting portal accessible at https://coa.fluidreview.com/. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. Select “FINAL REPORT: FY19 Arts Project Grant” from the drop-down menu. Enter name of grantee. Click “Get Started”.

If you are a new user: Create account by clicking “Sign up”. Complete registration page. When on the registration page, be sure to select the category “FINAL REPORT: FY19 Arts Project Grant” from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission.

The outline below contains the information requested within the final report.

Grantees must also complete a final report budget (MS Excel spreadsheet), which is available on the CT Office of the Arts website or within the e-granting portal. Complete the report and upload it as part of your final report.

General Information:
- Name of Grantee as listed on your Grant Contract
- Contact Person (Telephone, Email)
- Grant Amount Received
- Final Project Start & End Dates
- Provide a final list of the Town(s) where the project’s main activities occurred.

Describe your project by selecting from the boxes below (check all that apply):

- Open to the General Public
- Restricted to a particular Population
- Age-specific
- Inter-generational
- Business / Economic Activity
- Educational (in the classroom)
- Educational (in the community)
- Admission Fee Charged
- Free Admission
- Culturally specific
- Multi-cultural
- Community Development
- One-time Activity/Project
- Ongoing Activity/Project
- Visual Arts
- Performing Arts
- Literary Arts
- Traditional Arts
- Multi-disciplinary
- Therapeutic Arts
- Other, please specify

Complete the Artist Information Section Below:
- Identify primary Connecticut artist(s) engaged in your project. For each artist, provide their name and the town they reside in.
- In which aspects of your project was/were the artist(s) involved (check all that apply):
  - Planning
  - Implementation
  - Assessment
  - Other, please specify...
- Enter the total number of artists (CT artists and non-CT artists) directly involved in providing art or arts services.
- Enter the total number of CT artist(s) that received financial compensation from your project for their services.
**Narrative:**
1. Provide a brief summary of your project and highlight significant project activities. *(up to 400 word count)*
2. Explain the ways in which you feel that your project was a success and/or how your project could have been more successful. *(up to 250 word count)*
3. Explain any significant changes that occurred to your project from the original application submitted and approved and indicate why these changes were made (if applicable). *(up to 250 word count)*

**Accessibility:** It is important that COA projects be accessible to all. Explain how you made your funded activities equitably accessible to those with varying abilities. *(up to 250 word count)*

**Credit & Publicity:** Explain how DECD/COA was credited for its support of your project. Upload copies or references to published support showing credit for the support. *(up to 150 word count)*

**Budget Narrative:** Clarify any budget entries and/or changes to your original budget *(submitted with application)* that are greater than +/-20% to the project’s actual/ending income and expenses. *(up to 250 word count)*

**Work Sample:** If available, please provide a link(s) to support materials documenting the project.

**Certification:** The Submitter certifies that the information contained in this report and all its attachments are true and correct to the best of his/her knowledge and that all expenditures were incurred solely for the purpose of the grant.