COA FINAL REPORT INSTRUCTIONS
FY19 ARTE-accesible Grant Program

Department of Economic and Community Development
Office Of The Arts

Connecticut®

The outline below contains the information requested within the final report. 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 "**(OPEN) FINAL REPORT: FY19 ARTE-accesible**" 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 "**(OPEN) FINAL REPORT: FY19 ARTE-accesible**" from drop- down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission.

Task #1: Fill out Final Report Form

1. **General Information:**
   Name of Grantee (as listed on your Grant Contract)
   Grant Number
   Grant Amount
   Contact Person (Telephone, Email)
   Final Project Start & End Dates

2. **Narrative:**
   A. Provide a brief summary of the activity you carried out as part of this opportunity. *(up to 250 word count)*
   B. Explain the ways in which you feel your activity was a success and/or how your activity could have been more successful. *(up to 250 word count)*
   C. Explain any significant changes from the original application submitted and approved and indicate why these changes occurred (if applicable). *(up to 250 word count)*

3. **Budget Narrative:** Clarify 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 150 word count)*

4. **Credit & Publicity:** How was DECD/COA credited for its support of your activity? *(up to 150 word count)*

5. **Work Sample:** *Optional* - provide a link(s) to support materials documenting the activity.

6. **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. - Enter Name of submitter, Title and Date.

Task #2 Upload Final Budget: Use the template provided by COA *(available on COA's website and within FluidReview)*

Task #3: Upload National Standard Form:

The information provided on the National Standards Data Form, which is a fillable PDF, is used by the National Endowment for the Arts to document grant-making activities of state arts agencies, including the Connecticut Office of the Arts. Due to different versions of Adobe, we often receive blank forms. Therefore, we strongly recommend that you complete the PDF form, print, scan and then upload. OR, you may use the Word version available at https://portal.ct.gov/DECD/Content/Arts-Culture/Manage-Your-Award/Final-Reports

Task #4: Submit Final Report: Be sure to complete this final step to send your report forward through the system.