

Note: The following is provided for reference to assist with preparing your report in advance. Please submit your report online at:

<https://form.jotform.com/71308050731951>



GRANTEE FINAL INVOICE & REPORT FORM

Grants Administration Division

To navigate through the pages of the Final Invoice & Report Form, please use the "Next" and "Back" buttons at the bottom of each page. Avoid using your web browser's back arrow, as this might reset the form.

Important: We recommend you complete this invoice and reporting form in one sitting. Therefore, we suggest that you prepare your answers in advance prior to starting your report.

Grantee Name

Step #1: Download, fill out, sign, and save a copy of the DCA Invoice Form accessed [through this link](#). Copy the exact "Services to be Provided" language from your grant contract into the blank space in the center of the form.

Once your Invoice Form is completed and saved, click on the "Browse Files" button below to locate and upload your completed Invoice Form.

Community Re-Introduction Event Reporting

Most DCA grant contracts in 2021-22 included a one-time, non-matching federal grant supplement to support a community re-introduction activity or event. Review the "Services to be Provided" language in your grant contract and indicate below whether your contracted services included a community re-introduction event for 2021-22.

Do your grant contracted services include a Community Re-Introduction activity, supported by a one-time, non-matching Federal grant supplement? *

- ☐ Yes, the Services to be Provided in my grant contract includes a Community Re-Introduction Event.
- ☐ No, the Services to be Provided in my grant contract does not include a Community Re-Introduction Event.

1. Geographic locations of grant-supported public activities:

Please indicate the primary Los Angeles City Council District(s) in which project-services took place (choose only those that your grant was contractually obligated to serve):

- | | | |
|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 8 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 13 | <input type="checkbox"/> 14 | <input type="checkbox"/> 15 |

☐ ALL- check this box if all districts were served via broadcast/internet artistic programs

2. Service Metrics:

Enumerate DCA grant-supported and match-funded project-services below:

A.) Minimum number of distinct services organization is contracted to provide as listed in your Appendix B:

Enter the minimum number of services/presentations required by your DCA grant contract.

B.) Additional number of services provided as part of your DCA-funded grant project

If you delivered services beyond the minimum required in your Appendix B (e.g. for matching purposes), please enter the additional number of services/presentations provided.

C.) Estimated total number of unique persons directly engaged/served (include project staff/artists, participants, audience, etc):

(Note: You will be asked to break down this total number in the next section by age group and by in-person and online engagement)

D.) Method(s) used to determine count of project-engagers above:

Are you submitting documentation with your final report?

- ☐ Yes - I plan to attach e-files at the end of this report
☐ Yes - I plan to mail any documentation
☐ No - I am not submitting documentation

E.) Estimated number of persons notified of project/service activities:

3. Engagement Metrics

DCA is committed to the equitable distribution of arts funding to the diverse cultures of Los Angeles. Contractor data provided in this section is used to monitor progress toward this goal.

A.) Project Engagement: Provide the estimated number of project-engagers by age group:

	Number (#) of Individuals engaged IN PERSON	Number (#) of individuals engaged ONLINE
Age Group: 0 to 4	<input type="text"/>	<input type="text"/>
Age Group: 5 to 12	<input type="text"/>	<input type="text"/>
Age Group: 13 to 17	<input type="text"/>	<input type="text"/>
Age Group: 18 to 24	<input type="text"/>	<input type="text"/>
Age Group: 25 to 34	<input type="text"/>	<input type="text"/>
Age Group: 34 to 65	<input type="text"/>	<input type="text"/>
Age Group: 65 and over	<input type="text"/>	<input type="text"/>

Total Number of Project-Engagers *

Add the values entered above to arrive at the sum total of in-person and virtual project-engagers, including project staff/artists, participants, audience, etc.

Engagement from Community Re-Introduction Activities (if applicable) *

Of the Total Number of Project-Engagers you entered above, approximately how many persons were engaged by the Community Re-Introduction activities supported by your contract's one-time, non-matching Federal grant supplement?

Please indicate the forms media (e.g. broadcast, print, digital, etc) used to engage people with the artistic project-services provided:

- ☐ TV/cable
- ☐ radio
- ☐ online announcements
- ☐ printed publications
- ☐

Provide the estimated Total Number of people engaged via media (e.g. broadcast, print, digital, etc):

B.) Estimated percentages of project-engagers, by Gender:

	Percentage (%) of people engaged
Female	<input style="width: 100%; height: 15px;" type="text"/>
Male	<input style="width: 100%; height: 15px;" type="text"/>

C.) Estimated percentages of project-engagers by ethnic heritage:

	Percentages (%) of people engaged
African American	<input style="width: 100%; height: 15px;" type="text"/>
Asian American	<input style="width: 100%; height: 15px;" type="text"/>
Caucasian/ European	<input style="width: 100%; height: 15px;" type="text"/>
Latino/ Hispanic	<input style="width: 100%; height: 15px;" type="text"/>
Middle Eastern	<input style="width: 100%; height: 15px;" type="text"/>
Native American	<input style="width: 100%; height: 15px;" type="text"/>
Native Hawaiian/ Pacific Islander	<input style="width: 100%; height: 15px;" type="text"/>
Mixed Heritage	<input style="width: 100%; height: 15px;" type="text"/>
Other	<input style="width: 100%; height: 15px;" type="text"/>

If "other" selected above, please specify here:

D.) Activities/events were presented in multiple languages?

- ☐ Yes
☐ No

If "Yes", which languages:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish | <input type="checkbox"/> Arabic |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Cantonese | <input type="checkbox"/> Creole |
| <input type="checkbox"/> Farsi | <input type="checkbox"/> French | <input type="checkbox"/> German |
| <input type="checkbox"/> Ghanaian | <input type="checkbox"/> Hebrew | <input type="checkbox"/> Hindi |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Khmer |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Krio | <input type="checkbox"/> Latin |
| <input type="checkbox"/> Mandarin | <input type="checkbox"/> Polish | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Russian | <input type="checkbox"/> Swahili | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Thai | <input type="checkbox"/> Ukrainian | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Yiddish | <input type="checkbox"/> Yoruba |
| <input type="checkbox"/> Zulu | <input type="checkbox"/> American Sign Language | <input type="checkbox"/> <input type="text"/> |

E.) Were all project site(s) accessible to physically challenged engagers?

- ☐ Yes
☐ No

F.) Were some or all project-services interpreted for the hearing impaired?

- ☐ Yes
☐ No

G.) Please indicate any of the special constituencies listed below that can be counted among project-engagers (mark all categories that apply):

- ☐ Artists
- ☐ At-risk youth (who live or go to school in one of the City's Gang Reduction Zones)
- ☐ Correctional residents (adults and/or juveniles)
- ☐ Differently-abled persons (with physical or mental challenges)
- ☐ Homeless persons
- ☐ Immigrants/New arrivals in the USA
- ☐ Lesbian/ Gay/ Bisexual/ Transgendered persons
- ☐ Low income persons
- ☐ Parents/Guardians with children
- ☐ People in addiction or rehabilitation groups
- ☐ People with chronic/terminal illnesses (HIV, cancer, etc.)

- ☐ Tourists (regional, national, or international)
- ☐ Women (with women specific programs)
- ☐

Estimate the number of special constituencies listed below that can be counted among project-engagers:

	Number (#) in each relevant category
Artists	<input type="text"/>
At-risk youth (who live or go to school in one of the City's Gang Reduction Zones)	<input type="text"/>
Correctional residents (adults and/or juveniles)	<input type="text"/>
Differently-abled persons (with physical or mental challenges)	<input type="text"/>
Homeless persons	<input type="text"/>
Immigrants/New arrivals in the USA	<input type="text"/>
Lesbian/ Gay/ Bisexual/ Transgendered persons	<input type="text"/>
Low income persons	<input type="text"/>
Parents/Guardians with children	<input type="text"/>
People in addiction or rehabilitation groups	<input type="text"/>
People with chronic/terminal illnesses (HIV, cancer, etc.)	<input type="text"/>
Tourists (regional, national, or international)	<input type="text"/>
Women (with women specific programs)	<input type="text"/>
Other	<input type="text"/>

4. Outreach Metrics

Provide the estimated number of people solicited/informed of program activities for any of the methods you used listed below (we understand duplicate persons/contacts will be reported in this section).

A.) Community partners and/or co-sponsors:

	Number (#) of People Reached, Estimated
programming partners/sponsors	<input type="text"/>

media partners/sponsors	<input type="text"/>
venue partners/hosts	<input type="text"/>
other	<input type="text"/>

If "other" selected above, please specify partnership:

B.) Internet/ communication media:

	Number (#) of People Reached, Estimated
e-blasts/e-vites	<input type="text"/>
podcasts/broadcast	<input type="text"/>
print advertising	<input type="text"/>
sms texting	<input type="text"/>
websites	<input type="text"/>
other	<input type="text"/>

If "other" selected above, please specify media:

C.) Social media:

	Number (#) of People Reached, Estimated
Facebook	<input type="text"/>
Instagram	<input type="text"/>
Twitter	<input type="text"/>
Youtube	<input type="text"/>
other:	<input type="text"/>

If "other" selected above, please specify social media:

D.) Printed Material(s) Distribution:

	Number (#) of People Reached, Estimated
Flyers	<input type="text"/>
Season Brochures	<input type="text"/>
Invitation Cards	<input type="text"/>
other:	<input type="text"/>

If "other" selected above, please specify printed material(s):

5. Workforce Metrics

A.) Estimated number of paying jobs and volunteer opportunities created/maintained by DCA funds or matching funds:

	# of Full-time	# of Part-time	# of Occasional/ Seasonal	# of Volunteers
Administrative Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artists/ Performers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consultants/ Other(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B.) Estimated number of administrative planning hours associated with all persons enumerated above (in part A):

C.) Estimated number of artistic production (e.g. rehearsal, installation, etc) hours associated with all persons enumerated above (in part A):

D.) Estimated number of public engagement/performance hours associated with all persons enumerated above (in part A):

6. Events and Activities

Detail each public activity that has been supported by DCA-funding and/or matching support.

Please provide basic information (i.e. **event name, type, date, start and end times, venue/location**, and **Council District**) for the separate Activities/Events specific to your grant-funded project.

To access the Event and Activities form, please click on the following link:

<http://culturela.org/list-of-activities-part-ii-question-6-rev-8-25-17/>

Click here to [Find a City Council District by address](#)

7. Narrative Report

a.) Describe the key project-engagers (staff, artists, volunteers, participants and audience) and their relationship to intended success. *

0/500

a2.) Community Re-Introduction Narrative: Briefly describe the activities supported by your one-time, non-matching Federal grant supplement. In your response, please indicate which two or more allowable expense categories the funding was used to cover (if applicable). *

0/500

b.) Describe noteworthy or significant participant/audience feedback messages or survey results. How might qualitative reflections inform future practices? *

0/500

c.) Considering the ratio of people solicited to those ultimately engaged, were your marketing/inclusion strategies effective? How might you change outreach and/or enrollment strategies for improved or ongoing success? *

0/500

d.) Describe how you credited DCA with your project. Be sure to attach copies of marketing, advertising, and/or materials related to project-service activities which showcase either the DCA logo or includes language giving credit to DCA. *

0/500

e.) Please list the names/sources and the amounts of the revenues or values of cash and/or in-kind contributions received or committed to match DCA support. When appropriate designate percentages or sub-amount of that apply to DCA so that we can understand the relationship between your answer here and the numbers registered in your final financial report. *

0/500

8. Final Financial Report

Use the Final Financial Report form to provide us with a breakdown of your DCA project expenses and income. To access the Final Financial Report form, please click on the following link:

<http://culturela.org/wp-content/uploads/2016/03/Final-Financial-Report-Orgs-rev-6-27-17.xlsx>

9. Testimonial Request

Submit a testimonial/story and images of a person (a participating resident or audience member) who was deeply affected (professionally or personally) by its grant-supported activities. DCA will feature some of these stories on our website and social media platforms to highlight the importance and impact of the work of DCA grantees.

Below, please provide a 200-word explanation of how the participant's life was transformed by the artistic/cultural experience you provided.

10. Marketing Material

Please attach copies of marketing, advertising, and/or program materials related to project-service activities which showcase either the DCA logo or includes language giving credit to DCA. A minimum of one sample should be attached.

What is the sample and where can we find credit to DCA (if not immediately noticeable)?

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Final Report Submission

Before submitting your final report, please remember to review all entries for accuracy. Responses cannot be changed once you click "Submit." It is highly recommended that you click on "Print Form" to save a copy of this invoice for your records.