



Grant recipients for Individuals & Collectives and Equity & Access in the Arts funding are required to submit a final report to the Edmonton Arts Council (EAC). Completing the final report closes the financial contract with the EAC and permits them to apply for future funding opportunities. The final report is not a formal assessment or evaluation of the project, and the responses will not impact future funding applications. The EAC amalgamates the responses collected in final reports from grant recipients to:

- Inform the EAC how grant funding is contributing towards the ambitions and aims outlined in the City of Edmonton's arts and heritage plan, *Connections & Exchanges*.
- Collect data on the impact that grant funding has had on the Edmonton arts ecosystem and local economy.
- Identify opportunities to showcase the vibrancy of the arts in Edmonton through storytelling and sharing the work of grant recipients through the EAC blog, website, and social media.

To make the final report process easier this guide outlines some things to consider while completing the project. You may wish to log into SmartSimple to review the exact questions and format of the final report at the beginning of your project.

Information to collect throughout the project:

- Financial information
 - You will be asked to update the original budget submitted as part of your application (if applicable) with the actual amounts spent in each line item.
 - You will be asked to approximate how much is spent locally in the Edmonton area for the budget amounts for these categories:
 - Fees and wages to artists and arts workers (including artist subsistence)
 - Material costs
 - Venue costs
 - Travel costs
 - Other project costs
 - If working with other artists, keep count of how many artists, including yourself, were paid as part of this project.
- If public engagement activities and events were part of the project EAC funding supported:
 - Number of events open to the public
 - Estimated total number of attendees at all public events
 - Where activities took place (Postal code/address)



Topics in final report

You will be asked a series of short paragraph question about different topics including:

- A description of the work, activities, and outcomes that occurred as part of the project.
 - o This can include supporting materials like photos, videos, or links to websites.
 - o If you consent to having details from your final report used in future EAC communications and impact reporting
- The impact the funding may have had on the following areas (where applicable):
 - o Yourself as an artist
 - o The artistic discipline you work in
 - o The arts community or arts sector
 - o Edmontonians, audiences, and/or communities
- Details about public engagement activities that took place as part of this funding (if applicable).
 - o When thinking about the intentions and purpose of your project, please indicate if your project had any specific outputs intentionally designed towards Indigenous and/or equity-seeking communities.

Checklist for final report

- Financial information to update original budget lines from project application.
 - o Note which expenses were spent in the Edmonton area.
- Prepare to write a few brief descriptions, up to 250 words each, summarizing the project, its outcomes, and how the funding impacted you as an artist.
- Support material for the project outcomes. This may include project photos, video, audio clips, or other materials that share the outcomes of the project.
- If working with other artists, keep count of how many artists, including yourself, were paid as part of this project.
- If public events were a part of the project:
 - o Number of events open to the public
 - o Estimated total number of attendees at all public events
 - o Where activities took place (Postal code/address)

What happens next?

Final reports will be reviewed on a weekly basis as they are received throughout the year. The EAC may make requests for revisions or more information to help ensure the data collected in these reports are consistent with the impact measures we are tracking. If no other revisions are required, you will receive a message that your report was accepted and that no further action is necessary.