



THE ARTS COMMISSION

INSPIRING A VIBRANT TOLEDO

Accelerator Grant Program 2019 How to Complete Your Final Report

This document provides information to grant applicants on the final report process for recipients of an Accelerator Grant.

Applicants are asked to submit their final reports no later than the last day of the fourth month following the month in which funds were disbursed by The Arts Commission, unless otherwise requested and approved in writing. Grant period dates will be confirmed in writing through an individualized grant agreement that the recipient will review and signature accept.

Grant Program Participants are asked to:

- Spend grant funding in the manner described in the grant application no later than forty-five days following the disbursement of funds by the Arts Commission.
- Submit a final report with below stated attachments in designated file formats no later than 120 days following the disbursement of funds by the Arts Commission, unless otherwise requested and approved in writing.
- Final reports should be submitted online at theartscommission.org/forartists Click on the button *submit accelerator grant final report*
- Artist are asked to include acknowledgement in all marketing materials and signage with either “This project is partially funded by an Arts Commission Accelerator Grant made possible through support from ProMedica, the Ohio Arts Council, the National Endowment for the Arts and other generous supporters” and/or using the Arts Commission logo from provided files and associated Style Guide.

We suggest that you create a draft of your answers in a word processing application to then copy and paste into the online final report form. Please note the stated character limits for each question on the online form.

The online final report process will ask for the below categories of information:

Grant Recipient Information

Name

Address

Phone

Email

Preferred pronouns

Social Media Handles

Narrative Information

What category or categories of support did you receive through the Accelerator Grant Program? (please check all that apply)

Equipment

Supplies

Professional Development

Project Support

Briefly describe your creative project or activity.

Describe the impact of the Accelerator Grant on your creative project or activity.

What challenges did you encounter during your creative project or activity?
What was your largest accomplishment during the creative project or activity?

Please provide a quote for potential use in marketing materials (this could be an excerpt or a combination of any of the three previous fields).

Please describe how you will promote or market your creative project or activity.

With whom have you partnered to advance your creative project or activity?

What is the anticipated completion date of your creative project or activity?

Did you take advantage of services provided for Accelerator Grantees through American Frame?

Budget Information

Please state the Accelerator Grant amount received.

Please list items and cost of items purchased with the Accelerator Grant funds.

Attachments

Please submit attachments as 300dpi .jpeg, .pdf or .docx formatted files or links to youtube or VIMEO documentation

Upload all receipts documenting purchases made with Accelerator Grant funds.

Upload completed media release to accompany photographic and/or video documentation of funded projects for use by The Arts Commission in online and print marketing materials.

Upload photographic and/or video documentation of funded projects for use by The Arts Commission in online and print marketing materials with associated completed media release.

If your creative activity or project is complete at the submission of this report, please upload one example of published materials (signage, brochures, flyers, news releases, reviews/articles) related to your creative project/activity including the acknowledgement "This project is partially funded by an Arts Commission Accelerator Grant made possible through support from ProMedica and the Ohio Arts Council" and/or using the Arts Commission logo from provided files and associated Style Guide.

Accelerator Grant Program Feedback

Please provide any suggestions for improving the Accelerator Grant program and enhancing its impact for our creative community.