

# ILLINOIS ARTS COUNCIL AGENCY

## FINAL REPORT

### FINANCIAL Ethnic and Folk Arts Master/Apprentice Program

Final reports are due WITHIN 30 DAYS after the ending date on the Grant Agreement. NOTE: This is a standard form. Some lines may not be applicable to all projects funded by IACA. There are two parts to every final report, a financial section and a narrative section. Together, both sections must show completely and accurately what took place during the apprenticeship. In addition, documentation of the apprenticeship and the work produced is required. Final Reports must be complete and be signed by the Master Artist. **Incomplete or unsigned final reports will be returned.** Consult IACA staff if you have questions.

All final report materials (Part 1 financial, Part 2 narrative, documentation and documentation description) should be submitted together in one package and addressed to:

**Pius Zacharias**  
**Illinois Arts Council**  
**100 W Randolph, Suite 10-500**  
**Chicago, IL 60601**

Materials may be mailed or hand-delivered.

**FAXED OR EMAILED FINAL REPORTS WILL NOT BE ACCEPTED**

_____		_____
Grantee (Master Artist)	Grant Number	
_____	_____	_____
Address	City	Zip
_____	_____	_____
Title of Project/Program Funded	Beginning Date	Ending Date
_____	_____	_____
Email Address	Daytime Phone	

#### Computation of Amount Spent:

##### Summary:

Expenses (from #1 on reverse)	\$ _____	EXP
IACA Grant Amount (from #2 on reverse)	\$ _____	GRA
Actual IACA Grant Amount Spent (from #3 on reverse)	\$ _____	SPE
Actual Total Cash Income (from #5 on reverse)	\$ _____	INC
Actual Total Individuals Benefiting from project	_____	IND
Children Benefiting from project	_____	YTH
Actual Total Artists Participating in project	_____	ART
Actual Total Volunteers Participating in project (If zero, enter 0)	_____	VOL

*Complete Financial Section on Reverse*

#### Certification

The undersigned, hereby certifies that:

1. The information detailed on this Final Report, is fairly stated and complies with the rules of the State of Illinois' Grant Recovery Act, and all the grant conditions referenced on Illinois Arts Council Agency's Grant Agreement.
2. All of the information cited herein can be verified by accounting records and other financial information of the Grantee, and will be made available to the Illinois Arts Council Agency or designated representative upon request.

_____	_____	_____
Grantee Signature	Phone	Date submitted

## MASTER/APPRENTICE PROGRAM

### Financial Section---Detail

#### ACTUAL CASH EXPENSES

Report your total grant-related expenses for the grant period

- a. Master Artist Fee \_\_\_\_\_
- b. Materials and Supplies \_\_\_\_\_
- c. Travel \_\_\_\_\_
- d. Documentation \_\_\_\_\_

1. Total Expenses (add items a+b+c+d) \_\_\_\_\_ **EXP**

#### ACTUAL CASH INCOME

2. Enter the amount of the IAC grant you received. \_\_\_\_\_ **GRA**

3. Report the total amount of the IAC grant which you spent during the grant period. \_\_\_\_\_ **SPE**

4. Report the total amount of cash you received from any and all sources (except the IAC) which you spent on grant-related expenses during the grant period. (Include any personal income contributed to the project.) \_\_\_\_\_

5. Total Cash Income (Add Items #3 and #4) \_\_\_\_\_ **INC**

The items coded **EXP**, **INK**, **GRA**, **SPE** and **INC** should be included in Section A Summary on the front of this sheet.

#### **NATIONAL ENDOWMENT FOR THE ARTS REQUIREMENTS**

**THE FOLLOWING TWO QUESTIONS ARE PART OF A DATA COLLECTION PROJECT THAT DOCUMENTS NATIONAL TRENDS OF GRANTS IN THE ARTS. COMPLIANCE IS REQUIRED BY THE NATIONAL ENDOWMENT FOR THE ARTS. THE ILLINOIS ARTS COUNCIL WILL NOT USE THIS INFORMATION DURING THE GRANTMAKING PROCESS.**

**NEA1.** In reference to your racial/ethnic heritage, please check any combination of the below that apply.

- A** Asian
- B** Black/African American
- H** Hispanic/Latino
- N** American Indian/Alaska Native
- P** Native Hawaiian/Pacific Islander
- W** White
- 99** No single group

**NEA2.** If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population, check that group's code from the list below. If the grant or activity is not designated to represent or reach any one particular group, check Box 99.

- A** Asian
- B** Black/African American
- H** Hispanic/Latino
- N** American Indian/Alaska Native
- P** Native Hawaiian/Pacific Islander
- W** White
- 99** No single group

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### NARRATIVE Ethnic and Folk Arts Master/Apprentice Program

Attach a narrative responding to each of the questions listed below. In the upper right-hand corner of each page, type the Master Artist's name. Below it, type the Apprentice's name. On the third line type the Apprenticeship type, e.g. "Woodland Duck Decoy Carving" or "Bharatanatyam Dance," etc.

**Use the following questions as a heading in the order they appear:**

- 1. What progress did the apprentice achieve during the apprenticeship?** Please describe the actual craft techniques, dances, stories, or songs which the apprentice learned.
- 2. Besides the art form, what other aspects of your heritage were passed on to the apprentice during this time** (such as history, childhood stories, or traditional tales)?
- 3. How did this financial support make a difference in being able to conduct an apprenticeship?**
- 4. Describe briefly if and how the apprentice assisted you in any aspect of your personal artwork.**
- 5. Describe briefly any of your work which you were able to create/produce during the apprenticeship.**
- 6. Do you plan to continue working with this apprentice?**
- 7. Describe how this apprenticeship did or did not strengthen this art form in your community.**
- 8. What type of public presentation did you and your apprentice conduct?**
- 9. Would you do anything differently if you received another Master/Apprentice grant?**
- 10. Please include any other information you would like to share about this apprenticeship.**

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## FINAL REPORT

### DOCUMENTATION Ethnic and Folk Arts Master/Apprentice Program

A portion of this grant must be used to produce documentation of the apprenticeship. Documentation will not be returned, so please keep a copy for your own records.

All Master Apprentice Award recipients are required to submit documentation of their completed apprenticeship. This documentation should consist of a combination of images or video of work produced (partial or completed) by the apprentice during the apprenticeship period and of the interaction between the master artist and the apprentice. Documentation of the required public presentation should also be submitted. This documentation can take the form of still images or video of the event, printed publicity for the event, or other documentation/evidence that the event took place.

- Documentation of material culture apprenticeships should consist of a minimum of 6 images copied onto a disc formatted for a PC. Submit images in JPEG (.jpg) format, saved at 72 dpi resolution with an image size no larger than 1240 x 1240. Each image on the disc should be labeled with the creator's last name and the 2-digit number of the image, for example: Smith01, Smith02, Smith03, etc.
- Documentation of dance, music and storytelling apprenticeships should consist of a minimum of five minutes of video, copied onto a disc formatted for a PC. Label the disc with the Master Artist's and the Apprentice's names.

#### Apprenticeship Documentation Description Page

Create an Apprenticeship Documentation Description page. In the upper right-hand corner of the page, type the Master Artist's name. Below it, type the Apprentice's name. On this page, describe the contents of the documentation being submitted.

For example; Master Artist "AA" worked with Apprentice "Smith" on refining his carving and painting skills in the creation of Illinois waterfowl decoys. Images provided show decoys in various stages of development that Apprentice "Smith" worked on during the apprenticeship.

List each image as submitted and provide a short description, OR, describe the contents of the video submitted.

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#### WHAT ARE -IND-, -YTH-, -ART-, & -VOL? (from Section A - Summary)

**Individuals Benefiting (coded IND)** should estimate how many people including you and your apprentice, who attended the public presentation or participated in any of the apprenticeship activities. **Children Benefiting (coded YTH)** should estimate how many children who attended the public presentation or participated in any of the apprenticeship activities. **Artists Participating (ART)** should report the number of artists (including yourself and your apprentice) who assisted in any of the apprenticeship activities..

**Volunteers (VOL)**, if any, should include any unpaid individuals who assisted in any of the apprenticeship activities