

**VIRGIN ISLANDS COUNCIL ON THE ARTS**  
**FINAL REPORT FORM**

Due: August 1, 20\_\_

Grantee: \_\_\_\_\_

Project #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

**EXPENSES (for project)**

*Fill in only areas applicable to your project.*

Total Personnel Administrative Expenses \_\_\_\_\_

Total Personnel Artistic Expenses \_\_\_\_\_

Total Space Rental Expenses \_\_\_\_\_

Total Travel Expenses \_\_\_\_\_

Total Marketing Expenses \_\_\_\_\_

Total Remaining Operating Expenses \_\_\_\_\_

**TOTAL CASH EXPENSES** \_\_\_\_\_

Identify funds expended outside the Territory \_\_\_\_\_

Identify funds expended within the Territory \_\_\_\_\_

**TOTAL IN-KIND SERVICES** \_\_\_\_\_

**INCOME (for project)**

*Fill in only areas applicable to your project.*

Total Admissions \_\_\_\_\_

Total Other Support <sup>1</sup> \_\_\_\_\_

Total Other Revenue <sup>2</sup> \_\_\_\_\_

Cash Match \_\_\_\_\_

Grant Amount Spent \_\_\_\_\_

**ACTUAL TOTAL CASH INCOME**

(Total of above) \_\_\_\_\_

**INDIVIDUALS BENEFITTING**

Adults Engaged -In-Person Arts Experience \_\_\_\_\_

Children Engaged -In-Person Arts Experience \_\_\_\_\_

Actual Artists Benefitting \_\_\_\_\_

<sup>1</sup> Sponsors, Contributions, etc.

<sup>2</sup> Proceeds from concession, t-shirts, CDs, book sales, etc.

**POPULATION BENEFITTED  
BY RACE (Select all that apply)**

**N.** American Indian/Alaska Native

**A.** Asian

**B.** Black/African American

**H.** Hispanic/ Latino

**P.** Native Hawaiian/Other Pacific Islander

**W.** White

**G.** No single racial/ethnic group made  
Up more than 25% of the population  
directly benefitted.

**POPULATION BENEFITTED  
BY AGE (select all that apply)**

**01** Children/Youth (0-18 years)

**02** Young Adults (19-24 years)

**03** Adults (25-64 years)

**04** Older Adults (65+ years)

**09** No single age group made up more  
than 25% of the population benefitted.

**POPULATION BENEFITTED  
BY DISTINCT GROUPS**

**D.** Individuals with disabilities.

**I.** Individuals in institutions

(include people living in hospitals,  
shelters, correctional facilities)

**P.** Individuals below the poverty line

**E.** Individuals with  
Limited English Proficiency.

**M.** Military Veterans/Active Duty Personnel

**Y.** Youth at Risk

**G.** No single distinct group made up more  
than 25% of the population directly benefitted.

## Accessibility Checklist

**Choose all that apply to the services provided by you or your organization for people with disabilities:**

- Ground-level entry, ramped access, and/or elevators to the venue
- Signage at inaccessible entrances with directions to accessible entrances
- Integrated and dispersed wheelchair seating in assembly areas
- Wheelchair-accessible box office, stage, and dressing rooms Wheelchair-accessible display cases, exhibit areas, and counters
- Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers
- Wheelchair-accessible toilet stall, including a 60" diameter or T- turn clear floor space, free of the door swing
- Accessible emergency exits and audio/visual emergency alarms
- Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue
- Sign language interpretation
- Scripts and text of verbal presentations
- Assistive listening system
- Open or Closed captioning of audio visuals
- Audio description of visual art, media, performances, or other presentations
- Print materials in alternate formats, including Braille, computer disk, and large print
- Large-print labeling with high contrast
- Accessible Website (including alt tags & captioned audio)
- Tactile tours
- TDD, telephone/typewriter
- Access information/accommodations with appropriate disability symbols are included in all publicity about the project (i.e., press release, program,

**How many adults with disabilities were served** \_\_\_\_\_

**How many children with disabilities were served** \_\_\_\_\_

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**Title**

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**Date**

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**Signature**