Final Report Instructions
Regional Initiative Grant Program

Grantees must complete the final report in Survey Monkey, access provided at the this link
https://www.surveymonkey.com/r/REGIfinalreport

Please note, when using survey monkey, you will not be able to save and return to the form later. You must be prepared to complete your final report in its entirety once you begin. Please review the questions (below) first and then prepare and save your final report in a Word document. Once you are ready to submit your final report, go into Survey Monkey and copy and paste the answers from your Word document into the matching fields.

Final Project Budget:
Grantees are required to complete a final project budget. The budget form is available at: https://portal.ct.gov/DECD/Content/Arts-Culture/Manage-Your-Award/Final-Reports *(Scroll down to Regional Initiative Grant Program)*
Download the form. Complete the form and upload to Survey Monkey as part of your final report.

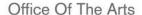**National Endowment for the Arts (NEA):**
Grantees are also required to complete the NEA's National Standards Data form. This form is available at: https://portal.ct.gov/DECD/Content/Arts-Culture/Manage-Your-Award/Final-Reports (Scroll down to *Regional Initiative Grant Program*)
Download the form. Complete the form and upload to Survey Monkey as part of your final report.

Final Report Questions

1. Grantee Name
2. Contact Number
3. Email Address
4. Grant Amount Received
5. Project Start and End Date
6. List the Cities/Towns/Region where your project took place
7. List any Connecticut partnerships and/or Connecticut artists that contributed to the success of your REGI project
8. Was your project accessible to people with disabilities? If yes, please describe how.
9. Briefly describe the success of your project? If applicable, explain any major changes that you may have had to make compared to what was submitted in your original plan. Please also explain any significant budget changes compared to the original budget you submitted.

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10. What was the impact of your project in the region it took place and with your intended target audience?
11. Upload your final project budget
    This form is available at: https://portal.ct.gov/DECD/Content/Arts-Culture/Manage-Your-Award/Final-Reports
12. Upload National Standard for Arts Information Exchange Data Form.
    This form is available at: https://portal.ct.gov/DECD/Content/Arts-Culture/Manage-Your-Award/Final-Reports
13. *Optional:* Upload any work samples from your project that you wish to share
14. Certification: Please check the certification box to indicate that all information and attachments contained in the final report are true and correct to the best of your knowledge and that all expenditures incurred were solely for the purpose of the grant.

IMPORTANT:

FINAL REPORTS WILL NOT BE ACCEPTED WITHOUT THE FINAL PROJECT BUDGET AND THE NATIONAL STANDARDS DATA FORM. THESE ARE REQUIRED TASKS.

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