

Final Report Guidelines

OVERVIEW

The **Capacity Grant Program** is intended to provide funding to active members of the Regional Arts Council for one or more of the following Capacity Grant Program Purposes:

- Improving artistic or educational quality
- Developing, growing and/or reaching new audiences
- Building or expanding a fundraising program or donor base
- Engaging, training, or retaining staff and/or volunteers
- Taking action steps toward IDEA (inclusion, diversity, equity, or access), such as:
 - Reaching / engaging audiences that have limited access to arts and cultural programming
 - Recruiting / retaining diverse staff or volunteers
 - Presenting relevant multicultural programming to the community

FINAL REPORT

If awarded, applicants will be asked to submit the following **no later than June 30, 2026**. Grant recipients must respond the following questions:

1. How did the project or program impact your organization's ability to build capacity?
2. What (if any) challenges did you face while implementing the project or program?
3. Did you meet the measurable goals for your project or program, as described in your original application?
 - a. If not, is there anything you could have done differently to achieve said goals?
4. How do you foresee the project or program continuing to impact your organization's capacity building efforts?
5. Provide an updated project budget, comparing projected expenses to actual expenses.

PROPER CREDITING OF ARTS UNITED

All recipients of Capacity Grants must credit Arts United by including the Arts United logo on promotional materials and with the following written or spoken phrase: "This program is made possible by funding from Arts United." Proof of credit will be required as part of the Final Report.

SUBMISSION PROCESS

Final Reports should be submitted via email to ktinnet@artsunited.org as a single PDF document containing answers to the questions above and any visuals or graphics showing proper crediting of Arts United. PDF file names should follow this format: **2025 RAC Grant Final Report Organization Name**