



FINAL REPORT INSTRUCTIONS

For sponsored student groups in the College of Fine Arts

FUNDED FAF GRANTS FUNDED PROPOSALS

Award Notification: The CFA Dean's Office will send award notifications to each group within one week after the FAF Grants funding committee meeting.

If funding is granted and accepted by the student group, the group agrees to the following terms and conditions:

- Include the **FAF Grants logo** or the line ***"This event is supported in part by Fine Arts Fees"*** in all marketing materials, advertising and programs for the event.
- Marketing materials for all events **"open to the public"** will be sent to liz.leckie@utah.edu **two weeks prior** to the event for electronic dissemination to students in the CFA.
- The officer(s) of the student group awarded funds will submit a final report (as described below) no later than two weeks after the event is completed.
- All funds are to be used *only* as intended and described in the original proposal. In some circumstances, a budget may need to be revised (for example, if student groups do not receive full funding or estimated costs are not aligned with actual costs). Revisions to a proposed budget must be approved *in advance* by Liz Leckie, Associate Dean for Undergraduate Student Affairs, and cannot exceed the original funded amount.
- Any funds that are not spent as requested are returned to the FAF Grants fund for redistribution.
- Any funds spent beyond what has been awarded will not be reimbursed and become the responsibility of the student group.
- Prior to spending any money, the officer(s) of the student group will meet with the departmental business officer about how to access their funds and receive reimbursement.
- All official communications with the CFA will be via email. Students are responsible to check their email for requests for information and deadlines.

Final Project Report: Student groups have the responsibility of submitting a final project report **two weeks following completion of the project/event or by June 30, whichever comes first**. Final project reports should be submitted either electronically to FAFGrants@utah.edu or in hard-copy to the CFA Dean's Office (250 ART) prior to the deadline.

FAF GRANTS FINAL REPORT GUIDELINES:

The final project report should include a brief description in narrative form of the outcome of the event/project (see details below) and the final budget (budgeted to actual). Specific FAF Grants final project report expectations are listed below:

- A written report addressing all of the following items:
 - a) Project benefits to the student group, including educational benefits
 - b) Project benefits to the University and/or community
- Photo and/or video documentation
- Programs from the event and copies of posters, postcards and any other advertising
- An itemized fiscal report of the project expenses
- A supporting report from the departmental business officer verifying the disbursement of funds