

DEPARTMENTS OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT AND  
TOURISM, HERITAGE AND CULTURE  
FINAL REPORT  
ARTIST-IN-RESIDENCY SCHOOL PROGRAM

1. RESIDENCY INFORMATION:

Title of project: \_\_\_\_\_

Actual dates of project: \_\_\_\_\_

Installment received (if any): \$ \_\_\_\_\_ Balance owed (as per receipts): \$ \_\_\_\_\_

2. APPLICANT INFORMATION:

Name of school: \_\_\_\_\_

Lead teacher's name: \_\_\_\_\_

Lead artist's name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. PROJECT RESULTS: (ANSWERS MUST BE PROVIDED BY THE LEAD TEACHER WITH INPUT FROM LEAD ARTIST)

*Please provide information relating to each of the following questions:*

1. How were the Artist-in-Residency School Program's objectives and target outcomes met while carrying out the project? (See *Guidelines page 2*)
2. How would you describe the collaboration with the artist(s) regarding the design and the execution of the project?
3. How did the project help to meet specific curricular outcomes outlined in your application?
4. Was the residency carried out as anticipated? If not, please elaborate on differences.
5. How many students ultimately participated in the project? (Attach a sample of evaluative comments from participating students and teachers)
6. What was the final product realized by the students? (Attach photos, audio or video on a CD, actual sample if practical)
7. Attach receipts and/or invoices for all items requiring them. **NOTE: If more than one receipt for materials, please include a cover page summarising all of the receipts.**

*I certify that, to the best of my knowledge, the information provided in the final report and in the attached documents is accurate and complete.*

Lead Teacher's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SEND THE FINAL REPORT AND ALL SUPPORTING DOCUMENTATION BY REGULAR MAIL TO:**

Cultural Development Branch  
Department of Tourism, Heritage and Culture  
250 King Street  
Fredericton, N.B.  
E3B 9M9

Tel: (506) 453-2555

Fax: (506) 453-2416

Web : <https://www.gnb.ca/culture>

# FINAL REPORT CHECKLIST

**NOTE: Unlike the ArtsSmarts program, all financial transactions are strictly between the artist and the Department of Tourism, Heritage and Culture.**

## LEAD TEACHER RESPONSIBILITIES:

- 1) IT IS THE **RESPONSIBILITY OF THE LEAD TEACHER** TO ANSWER QUESTIONS **1 TO 5**. THE LEAD TEACHER CAN WORK WITH THE ARTIST TO FULFILL THE REQUIREMENTS FOR QUESTIONS **6 & 7**. THIS INCLUDES THE SUBMISSION OF SAMPLE STUDENT WORKS IN THE FORM OF PHOTOS, AUDIO, VIDEO ON CD OR ACTUAL WORKS IF IN A FORM THAT IS APPROPRIATE TO INCLUDE WITH THE FINAL REPORT AS WELL AS ALL RECEIPTS AND INVOICES FROM THE ARTIST WHERE POSSIBLE.
- 2) THE REPORT MUST BE SENT IN ITS ENTIRETY (IN A SINGLE PACKAGE) BY REGULAR MAIL, INTER-OFFICE MAIL OR COURIER. **IMPORTANT: EMAILED OR FAXED REPORTS WILL NO LONGER BE ACCEPTED.**
- 3) FAILING TO FILE THE COMPLETED REPORT BY MARCH 31<sup>ST</sup> 2014 OR NOT MAKING SUITABLE ARRANGEMENTS PRIOR TO MARCH 31<sup>ST</sup> 2014, MAY RESULT IN THE ARTIST FORFEITING THE BALANCE OF THEIR GRANT AND THE SCHOOL FORFEITING FUTURE GRANTS. FINAL REPORTS MUST BE FILED EVEN IN THE EVENT WHERE THE RESIDENCY MIGHT EXCEED THE MARCH 31<sup>ST</sup> 2014 DEADLINE. ARRANGEMENTS CAN BE MADE TO RECEIVE STUDENT COMMENTS AND SAMPLE PRODUCTS AT A LATER TIME. HOWEVER, THE MAIN REPORT **MUST BE FILED** TOGETHER WITH ALL RECEIPTS AND/OR INVOICES. NO EXCEPTIONS.

## LEAD ARTIST RESPONSIBILITIES:

- 1) IT IS THE **RESPONSIBILITY OF THE LEAD ARTIST** TO PROVIDE ALL RECEIPTS AND INVOICES TO THE LEAD TEACHER. THESE MUST BE ATTACHED TO A ONE PAGE SUMMARY WHICH RECONCILES THE ARTIST FEES AND MATERIAL/OTHER COSTS (IF ANY). THE TOTAL OF THE ARTIST FEES AND ALL RECEIPTS/INVOICES SHOULD EQUAL THE BALANCE OF THE GRANT (CAN BE LESS DEPENDING ON THE CIRCUMSTANCES). **IF AN INITIAL INSTALLMENT WAS CLAIMED**, THEN THE TOTAL CANNOT BE GREATER THAN THE MAXIMUM APPROVED GRANT (SEE GRANT LETTER) MINUS ANY INSTALLMENT RECEIVED. FURTHERMORE, ANY CLAIM MUST BE RECONCILABLE BACK TO THE ORIGINAL BUDGET. IF THERE IS A SIGNIFICANT DISCREPANCY, PLEASE PROVIDE AN EXPLANATION FOR EACH BUDGET ITEM WHICH IS SIGNIFICANTLY DIFFERENT FROM THE ORIGINAL BUDGET SUBMITTED WITH THE APPLICATION.

## SAMPLE INVOICING SUMMARY PAGE:

### RESIDENCY EXPENSE SUMMARY

<b>TOTAL ARTIST FEES:</b>	\$2000 (MUST RECONCILE WITH ATTACHED ARTIST'S INVOICE(S))
<b>TOTAL OTHER EXPENSES:</b>	\$ 500 (MUST RECONCILE WITH ATTACHED RECEIPT(S))
<b>GRAND TOTAL:</b>	<u>          </u> \$2500 (MUST RECONCILE WITH ORIGINAL BUDGET)

**NOTE: IF THE ARTIST HAS RECEIVED AN INITIAL INSTALLMENT, THE GRAND TOTAL SHOULD BE THE DIFFERENCE BETWEEN THE TOTAL APPROVED GRANT (AS PER GRANT LETTER) AND ANY INSTALLMENT RECEIVED. IF THE RESIDENCY EXPENSES ARE LOWER THAN ORIGINALLY STATED IN THE ORIGINAL BUDGET, THEN ONLY CLAIM ACTUAL EXPENSES. BY SIGNING THE FINAL REPORT FORM, THE LEAD TEACHER CERTIFIES THAT THE CLAIMS ARE ACCURATE AND TRUE TO THE BEST OF HIS/HER KNOWLEDGE.**