

FINAL CASH REQUEST & FINAL REPORT INFORMATION & INSTRUCTIONS

NOTE: The completed *Final Cash Request* and accompanying *Final Report* packet is due at New Mexico Arts by the date stated in the arts services contract. We encourage you, however, to submit your final packet as soon as all contracted funds have been spent and the activities for which they were used are completed. **Failure to submit the *Final Cash Request* and *Final Report* in a timely manner may deem the contractor ineligible to apply for funding in the following application fiscal year.**

The *Final Cash Request* must be a minimum of twenty percent (20%) of the total contract amount. It must be accompanied by a four-page *Final Report* packet in order to process it for payment. **Keep a copy of these completed documents for your files.**

An original signature is required on the cash request form. No faxes, copies, or emails accepted.

A. Forms to complete: 1. Final Cash Request and 2. Final Report, to include a Final Narrative Report (pages 1 & 2), 3. Supplement to Final Narrative Report (page 3), and 4. Final Fiscal Report (page 4), and FOR PARTNERSHIPS ONLY, a 2-page Economic Impact Report (see separate instructions for Partnerships).

B. COMPLETING FINAL CASH REQUEST and FINAL REPORT PACKET:

Final Cash Request form (one copy mailed with your approved contract)

Top right corner of form: Enter the category code and number listed at the top right corner of your contract.

Line #1: Enter the organization name listed on your contract.

Line #2: Enter the total amount of funding from New Mexico Arts as listed in your contract.

Line #3: Current Cash Request is the amount of New Mexico Arts funds you are currently requesting. (This should be a minimum of 20% of the Total Contract Amount listed on Line #2.)

Line #3.b: Total Previous Cash Requested is the total of ALL previous cash requests.

Line #3.c: Contract Balance Remaining should be \$0.00 after adding Line #3 and Line #3.b and subtracting their total from Line #2.

Line #4: Use REQUEST ITEMIZED section to itemize the current New Mexico Arts cash request, referencing the balance of the budget line items on your most recent Revised Budget Estimate. **DO NOT attach or include receipts, copies of receipts, or copies of checks.** Keep these for your files.

****NOTE: The following forms are available in PDF format on our website at www.nmarts.org.**

FINAL NARRATIVE REPORT (complete both Page 1 and Page 2) (legible handwriting is fine)

Respond to the questions on both pages of these forms. You may submit your own form for one or both of these two pages. Enter the organization's name and contract number (category code plus #0x-xxx) and the question/subheading for each item to which you are responding on each page. Please be as accurate as possible on Page 2 in reporting the number of individuals benefiting (AUDIENCE) and the number of artists participating (ARTISTS). Remember to complete and sign the bottom of Page 2.

SUPPLEMENT TO FINAL NARRATIVE REPORT (Page 3) (legible handwriting is fine)

Use only this form; do not generate the form electronically. Estimate, to the best of your knowledge, the audiences, artists and/or participants in each of the categories listed. This information is reported annually to the National Endowment for the Arts for all arts organizations funded by NMA during the contract period.

FINAL FISCAL REPORT (Page 4) (legible handwriting is fine)

The Final Fiscal Report requests actual figures. These do not need to be audited figures or figures from your organization's end-of-year financial reports; just be as accurate as possible at the time the report is submitted to New Mexico Arts. Income and expenses reported on the Final Fiscal Report should show how your final actual income/expense figures relate to the projected income and expenses listed on the most recent Revised Budget Estimate for the contract. DO NOT include In-Kind in the Total Cash Income or Total Cash Expenses columns.

Questions or problems with these forms? Call 827-6490 (Santa Fe) or 800-879-4278 (outside Santa Fe).