



# Cultural Council for Palm Beach County

## Cat B & Cat CII Cultural Organizations

Final Report Training  
FY2019-2020

# Final Report

- The Final Report is due after the program year end
- It must be completed in the grants portal
- The Final Report is located under the “Follow up Forms” section of the applicant dashboard in the grants portal

# Training Overview

- Final Report Sections
- Accessing the final report online
- Deadline to complete the final report

# Final Report Sections

- Narrative Questions
- Attendance & Marketing
- Financial Information
- Marketing Results
- Required Uploads

# Accessing the Online Report

<https://www.grantinterface.com/Home/Logon?urlkey=ccpbc>

Log in: Enter your user name & password.

Use “Forgot your Password?” feature, if necessary.



## Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Cultural Council for Palm Beach County's online grant portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. Your email address serves as your ID. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Not Sure?** If you think that you or someone at your organization has already registered in the system, **DO NOT** create a new account. Please contact our Grants Manager Vicky Jackson, at 561.214.8087 to receive your username and password.

# You can also access the Final Report on the Category B or CII Grants page

**Cultural Council**  
FOR PALM BEACH COUNTY

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THINGS TO DO SUPPORT THE COUNCIL ARTIST COMMUNITY PARTNER RESOURCES ABOUT US

FIND EVENTS → FILM & PHOTOGRAPHY

## CATEGORY B GRANTS

### Tourist Development Fund for Cultural Tourism – Category B

The Tourist Development Fund for Cultural Tourism is a biennial grant program. It is open to Palm Beach County nonprofit arts and cultural organizations with annual operating revenues of at least 1.175 million to fund marketing and program expenses associated with performances, exhibitions and cultural events.

First time applicants and individuals new to the grant process must contact staff and attend a mandatory workshop for training and technical assistance prior to completing the application.


### Application Toolkit

1. Application Guidelines
2. Grant Application Instructions Video
3. Exhibits B1-3
4. Exhibit C
5. Definitions
6. Online Application FAQs

[GRANTS CALENDAR](#)

[GRANTS PORTAL](#)

# Look for Follow Up for Correct Process, Click Edit





## Process: FY 2019/2020 Category B Grant Application

Application	Submitted	04/05/2019	<a href="#">View Application</a>
Decision	Approved	05/15/2019	<a href="#">View Details</a>

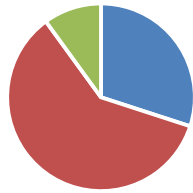
### Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
FY 19/20 Category B Grant Contract Documents	Claire Wilson	Overall Award		Complete	<a href="#">View</a>
Interim Report FY 19/20 - Reporting for FY 2019/2020 Category B Grants	Claire Wilson	Overall Award		Complete	<a href="#">View</a>
Final Report FY 19/20 - Reporting for FY 2019/2020 Category B Grants	Claire Wilson	Overall Award	10/31/2020 11:59 PM EDT	Assigned	<a href="#">Edit</a>



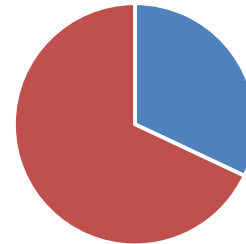
# REPORTING ATTENDANCE & DIRECT ARTIST ROOM NIGHTS

Funded Cultural  
V. Non-Funded  
Cultural  
V. Special Events



- Grant Funded
- Nongrant Funded
- Special Events

In-County  
V.  
Out of County



- Out of County
- In County

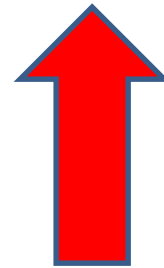
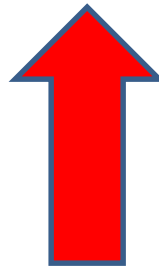


# Final Report Income/Expense - Exhibit B1

Download from Grantee Toolkit

CULTURAL COUNCIL FY 2019/2020	CULTURAL TOURISM DEVELOPMENT FUND Category B - Cultural Tourism FINAL INCOME & EXPENSE REPORT				Final Report Exhibit B-1		
Grantee Name:							
Actual Program Income & Expense Detail: October 1, 2019 to September 30, 2020 (Grant Fiscal Year)	TDC Program Funds (=Final category grant amounts as amended)	Other Program Funds (Include program matching funds)	Total Program Funds (ALL Exhibit A Income/Expense) [C= A + B]	All Other Operating Income & Expenses	Total Organization Operating Income & Expenses [E=C+D]	% of Total	In-Kind Support** (Amount included in "E" total)
Expenses	(A)	(B)	(C)	(D)	(E)	(F) %	(G)
Personnel: <i>Admin/Tech/Artistic</i>	N/A		-		-	-	N/A
Personnel: <i>Marketing (50% of allowable)</i>			-		-	-	N/A
Outside Professional Services: <i>Artistic</i>			-		-	-	
Outside Professional Services: <i>Marketing/PP</i>			-		-	-	
Outside Professional Services: <i>Other</i>			-		-	-	
Space Rental for Program			-		-	-	
Rent/Mortgage	N/A		-		-	-	
Marketing/Advertising			-		-	-	
Travel/Supplies/Other			-		-	-	
All Other Remaining Operating Expenses	N/A		-		-	-	
<b>TOTAL EXPENSES*</b>	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -
<b>Revenues</b>							
Admissions (Tickets/Subscriptions) Revenue						-	-
Membership Revenue						-	-
Contracted Services Revenue						-	-
Other Revenue						-	-
Corporate Contributions						-	-
Foundation Grants						-	-
Other Private Support						-	-
Government Grants (Federal)						-	-
Government Grants (State)						-	-
Government Grants (Local)						-	-
<b>TDC Total Grant Amount</b>	(Matches total of column A above)		-			-	-
Grantee/Cash***						-	-
<b>TOTAL REVENUES*</b>			\$ -	\$ -	\$ -	100%	\$ -
***Year end report does not need to balance, see notes on worksheet B-3			\$ -	\$ -	\$ -	-	proof \$ -
**Explain any "In-Kind" amounts listed in Column G on B-2 worksheet		Page 3		***Explain your sources of Cash on B-3 worksheet			

# Final Report Income/Expense - Exhibit B



For in-kind, shortfall and surplus explanations – you will need to complete Sheets 2 and 3 of the Final Report Income/Expense (Exhibit B).

Deadline: Submit by 11:59 pm on October 31<sup>st</sup>, 2020

Questions?

Courtney Williams, Grants Assistant

561-472-3342

[cwilliams@palmbeachculture.com](mailto:cwilliams@palmbeachculture.com)

Vicky Jackson, Grants Manager

561-214-8087

[vjackson@palmbeachculture.com](mailto:vjackson@palmbeachculture.com)