

NET/TEN - FINAL REPORTING INSTRUCTIONS



EXCHANGE GRANTS (2016-17)

Final reports should be **compiled jointly by ALL project partners.**

In order to complete your NET/TEN Exchange Grant you are required to submit a three part final report to NET staff **no later than March 31, 2018.**

Part 1 - FINANCIAL REPORT (download the template [here](#))

Part 2 - NARRATIVE (see instructions below)

Part 3 - SHAREBACK (see instructions below)

PART 1 – FINANCIAL REPORT

Please download this template - [EXCHANGE GRANT FINANCIAL REPORT](#) - and list your projected and actual expenses and income from the project period. You will need to provide receipts and invoices for all expenditures covered by NET/TEN grant funds. Please keep in mind that you are required to maintain complete books and records for the funded project for at least three (3) years after the completion of the project.

FORMAT: Please save the document as an .xls file. Please number your receipts & invoices to match how they are listed on the template. Scan and save the receipts/invoices as one PDF file. Please include your name/ensemble and “financial report” or “receipts_invoices” in file name, respectively.

PART 2 – NARRATIVE QUESTIONS

Fully answer the four questions below about your Exchange Grant activities. Lead applicants and project partners should each provide separate answers for questions 5 & 6. There is no required length or word count. These answers will be used internally by NET staff to evaluate the success of the program and secure additional program funding.

LEAD APPLICANT ONLY

1. What activities did the award support and what did the activities accomplish during the period of support?
2. What were the community engagements activities and how did they expose a broader audience to the process and value of ensemble methods and practices?
3. Do you have plans to continue working with your project partner(s) in the future? If so, what are your plans?
4. Has the grant had any financial impact for your organization (e.g. opened up opportunities for matching grants, allowed for an increase in artist compensation, etc.)?

LEAD APPLICANT & PROJECT PARTNERS (each should provide separate answers)

5. How has your relationship with your project partner(s) deepened because of this process? If it did not deepen, why not?
6. How have the project activities impacted your artistic, administrative or technical/production growth? Have there been any unexpected results that you want NET and our funders to know about?

FORMAT: Please save the document as .doc file. Include your name/ensemble and “narrative” in file name.

PART 3 – SHAREBACK

NET/TEN projects are selected in part for their potential to build ensemble knowledge. NET created the [NET/TEN Shareback Library](#) in an effort to capture and share methodology, best practices, and learning with the field. Grantees are asked to consider the outcomes of their activities and to work with NET staff to create an appropriate Shareback blog post related to their project.

1. When you have completed your activities you are **required** to submit a brief written outline or to set up a time to speak with NET staff by phone before starting work on your Shareback.

This step is in place to help limit changes and to streamline the review and approval process. Before the call, please review the suggested categories below and think about what is most useful to share with other artists/ensembles who are undertaking (or thinking about undertaking) similar projects. You can find previous examples at: www.ensembletheaters.net/sharebacks

SUGGESTED CATEGORIES:

Shareback content is not intended to document the work, instead we are looking for content that will be instructive, tutorial or helpful to the field at large.

Administrative - planning documents, sample templates, examples of staffing/board structures, project calendars

Artistic - sample exercises, training techniques, interviews, reflections, methodology overviews

Technical/Production - touring logistics, equipment usage, design process insight, collaboration models

Travel - best practices for international visits, packing lists, language/culture observations

Online Collaboration - digital tools, software recommendations, sample structures

2. When your plan has been approved, please gather the content NET will need to draft your Shareback post.

MAIN CONTENT

The main content for the Shareback can be submitted in many different formats:

Downloadable PDF

Embedded Video Link (YouTube or Vimeo)

Audio File (MP3)

PowerPoint / Slides

Written Document / Text

ADDITIONAL CONTENT

SHORT SUMMARY: 1-2 sentences describing what you have provided and why you are sharing it with the field. This will be used as an introduction at the top of your post.

LINKS/RESOURCES: A list of 1-3 links and/or resources related to your project, as appropriate.

PUBLIC CONTACT INFORMATION: List any contact information you would like include in your post (i.e. website, email, phone, Facebook, Twitter).

SUPPLEMENTARY PHOTOS: 2-3 photos from project. One will be used as a thumbnail – **provide as .JPEG**

NEXT STEPS:

1. Send all reporting files and Shareback content to netten@ensembletheaters.net by the final reporting deadline of **March 31, 2018**.

2. Upon receiving your materials, NET staff will thoroughly review the narrative and financial report and confirm that all of the elements needed to draft the Shareback have been provided.
3. The final 20% of your grant award and an additional \$400 stipend to compensate you for the time spent on the reporting process will be issued approximately 30 days of approving your materials. This stipend is intended to be split evenly between partners.
4. NET staff will be responsible for drafting your final Shareback post. Grantees will have **final sign-off and approval** before the link is shared with the NET community. The distribution of Shareback content is subject to NET's discretion and timeline. Typically, posts will be posted online and included in a NET e-blast within six months. Grantees are encouraged to share the link with their members, groups, and various lists to help increase exposure and generate conversation on their content.

If you have questions, please feel free to contact me. I am excited to hear how your grant activities turned out!

Park Cofield

Field Resources Manager

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