

ANA & ADELINE FOUNDATION

2019-2020 Award Tracker & Final Report

This form is designed to help you **manage your award** in real time from start to finish:

- Write notes & ideas in **Grant Details**
- Plot goals & activities in **Project Timeline**
- Log expenses in **Budget Table**
- Save images & video in **Work Samples**

- This is a personal management tool and can be updated throughout your award period.
- It will not be reviewed until you are ready to submit it at the end of the award period.
- When you click **Submit** at the end of your award, the form becomes your final report.

Completed form due by Wednesday, July 31, 2020

→ **Get started on your Award Tracker & Final Report** through *Submittable.com*:

1. Go to [2019-2020 Final Report](#) or enter this link in your browser:

<https://anaadelinefoundation.submittable.com/submit/145544/2019-2020-award-tracker-final-report>

2. Scroll down to the **Create your account / Have an account? Sign in** tab to sign in to your free account

→ **SAVE** your form in-progress by scrolling to the bottom of the form and clicking **Save Draft**. You can return to your form and update it as frequently as you like until you click **Submit**.

Note: The total maximum size for all attachments is 1GB.

→ **RETURN** to your form: Go to submittable.com. **Sign In** then click the **Submissions** tab at the top of the page. Your past submissions will appear below. Select this form.

→ **Refer to your 2019-2020 Letter of Agreement** for your original award details so that you can reference your proposal as you develop goals and timelines for work, events and expenses.

→ **Creative work must adapt and evolve**. Track your activities and make notes in **Grant Details** about how and why changes happen and shift from the original proposal concept. This section can be written in bullet point or narrative format, whichever works best for you.

→ **Proof your final responses**. Before submitting your completed form, proofread your written responses. *TIP*: Cut and paste your narratives into programs or apps such as *Word*, *Pages*, *Grammarly.com* or *Google Docs* which is free with a Gmail account.

→ **SUBMIT** your form when it is complete by clicking the **Submit** button at the bottom of the page. The form will not submit if required fields are incomplete. It takes a few moments for the submission to process because of the attached large format files. You will receive a “*Success*”

www.anadeline.org **Email** contact@anadeline.org **Office** 504-484-0533

message when your application is submitted.

→ To **View or Download** a copy of your final submission, log on to your *Submittable* account, click the **Submissions** tab and select this form. Click the **Content** tab and your completed form will appear. There is a **Download** button at the top right of the form.

→ **Future grants and scholarships** may be tentatively approved for funding, but payment of awards will be withheld until final reports are submitted and approved.

→ **Questions?** Email contact@anadeline.org or Call/Text Ann Kaufman 504-914-6187
Messages received after work hours will be returned the following business day.

***Contact Information**

First Name	
Last Name	
Nickname or preferred name	
Preferred Pronoun	<input type="checkbox"/> She/her/hers <input type="checkbox"/> He/him/his <input type="checkbox"/> They/them/theirs
Business Name (if applicable)	
Street Address	
Apt/Suite	
City, State, Zip	
Email Address	
Cell Phone Number	
URL (if applicable)	
Instagram	

***Select your award category**

Grant Scholarship

Note: If you renewing your scholarship then you do not have to complete a final report.

If you are NOT renewing your scholarship and/or you have earned a degree during the period this award, then you must complete a final report.

Complete this section only if you received a SCHOLARSHIP

Scholarship Details

Provide information about the accredited college or university you attended with the support of this scholarship.

Name of College, University, or Learning Institution	
City, State	

***Please indicate during which term(s) you were attending school:**

- Summer 2019**
- Fall 2019**
- Spring 2020**

***Upload official documentation from your school (i.e. transcript, grades, certificate or other official documentation of completed course work).**

If you changed any of your original plans, please explain here. For example, if you switched from full-time to part-time, changed your major, etc. If you did not change your original plans, then skip this section.

Complete this section only if you recieved a GRANT

GRANT DETAILS

*What is the title of your grant project:

*What were the actual dates of your grant project during the allowable time frame July 1, 2019-June 30, 2020?

Start date		End date	

*Refer to your original project details in your Letter of Agreement to describe your project activities. Answer these questions (narrative or bullet-point responses – maximum 750 words):

- Did you work with the named host/mentor for your project in the way you anticipated? Explain your interactions and how/if the host supported your project activities.
- Describe changes in the actual project activities compared to the proposal. **Where** did you work? **Who** did you work with? **What** do you see as the final outcome of your project?
- **If you could do this project again, how would you do it differently?**
- Do you see this project as a stepping stone to another opportunity? Please be specific.
- Tell us anything esle you think is important about your experience through this grant?
- As a reference, you are welcome to include links to websites where you or your relevant work may be posted - for example a blog or an article featuring your work.

Project Timeline

JULY	
Goal	Activity
AUGUST	
Goal	Activity
SEPTEMBER	
Goal	Activity
OCTOBER	
Goal	Activity
NOVEMBER	
Goal	Activity

DECEMBER	
Goal	Activity
JANUARY	
Goal	Activity
FEBRUARY	
Goal	Activity
MARCH	
Goal	Activity
APRIL	
Goal	Activity

MAY	
Goal	Activity
JUNE	
Goal	Activity

*Budget

- Itemize **all expenses** related to your scholarship or grant.
- It is expected the actual expenditures may vary some from the proposed amounts. You will be given space below to explain changes. Significant changes may require further documentation – upon request from the Foundation.
- Refer to your budget in your Letter of Agreement to fill in the column for *Proposed Amounts*.
- Fill in the column for the *Actual Amounts* to itemize the expenditure of award dollars.
- For line items that are not relevant, skip those items or enter "0."
- Round the amount to the nearest dollar.
- The online table will automatically total your expenses at the bottom of the column.
- Provide brief descriptions about how you determined specific expenses. Some line items, like *Tuition* may be self-explanatory.

Expense	Proposed Amount	Actual Award Amount	Description
Tuition			
Fees for classes			
Materials/supplies			
Production costs			
Photo/video documentation of artwork			
Equipment			
Shipping of artwork			
Housing			
Transportation			
Per Diem			
Visa/passport fees			
Liability insurance			
Marketing/publicity costs			
Registration fees			
Professional fees			
Artist salary			
Other expenses #1			
Other expenses #2			
Other expenses #3			
TOTAL	\$	\$	

Budget Questions

***What was the total amount of the award you received?**

\$

***Did you spend the entire amount of your award towards your grant or scholarship?**

- Yes
- No

If you did not spend all of the award funds, state the balance of the remaining funds along with a brief explanation.

There are two possible options for handling remaining funds: 1) Request and extension or 2) Return the funds. Please contact the Foundation to discuss options.

\$

Please explain any changes to your award expenditures. If you received a scholarship, please let us know if you received any other sources of support such as other scholarships, grants or financial aid.

Attachments: **Work Samples**

Provide 5-10 Work Samples that represent the work and/or activities supported by this award.

- Label work sample files with your last name and first initial followed by the work sample number. For example: *Smith.T.works sample.1*
- Upload files by clicking the “Choose files” buttons.
- Allowable formats: **jpg, jpeg, tiff, png, gif**
- Fill in the Work Sample details: Date, Size, Media and Title or Description

List the Work Samples to prepare your information before starting the online form.

You may provide approximate dimensions. Give a brief description of the work if relevant. For example, if you submit an image of a collaborative work like a mural, explain your role and the collaborators. For example: *Sophie B. Wright mural: mosaic insert created by me.*

	Date	Size	Media	Title or Description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Attachment: Video

All applicants must submit a 60-second video.

This video is another way for you to represent yourself and your ideas. It's fine to use the camera on your smartphone. Your video does not necessarily need to be highly stylized or edited to be successful. Even single shot videos can be a strong representation of you and your work.

Here are some tips to consider while planning your one-minute video:

- Tell us or show us something else about you or your ideas that complements your proposal.
- *If you want to be creative, go for it!*
- Your video can show anything ranging from you working in the studio, you at your college campus, documentation of your artwork, a digital video of your own creation, etc.
- Record videos in **LANDSCAPE mode** (not portrait mode) because landscape is visible in a large format on larger screens. (Portrait is visible as a narrow vertical window on larger screens.)
- If you are going to speak, make sure we can hear you and there is no distracting background noise.
- If you want us to see you, make sure the lighting is good and that you aren't cropping out half your face - unless that's an aesthetic choice.
- Lighting can greatly impact your video. In general, indirect natural lighting is more flattering and easier to manage than artificial lighting.
- To reduce shakiness, unless that's an affect you intend, use or put the camera/phone on a stable surface.
- If digital media is not your strength, you can seek technical support from someone who does have such skills as long as you are not misrepresenting your own creative abilities. (For example, you can ask someone to shoot a video of you speaking about your work. Another person can offer guidance about how to shoot the video and can help you edit the video. However, asking a someone to create a special animated video for you would be considered a misrepresentation of your skills.)

UPLOAD THE VIDEO as prompted by the online form by clicking the *Choose Files* buttons.

- Label the file of your video using your last name and first initial followed by the work sample number. For example: *Smith.T.video*
- Allowable formats: **mov, mp4, mpg, flv,webm**

Comments

Please give us feedback or suggestions to help us fine-tune our grant and scholarship program for you and other artists!

Comment on any particular parts of the grant or scholarship program that you think works very well or could be improved.

**What would you like to see more from the Ana & Adeline Foundation programs?
Please check all that apply.**

- Studio Workshops - hosted by artists outside of the YAYA community
- Studio Workshops - hosted by YAYA alumni artists
- Photo-documentation of artwork and/or jewelry and fashion
- Portfolio development
- Marketplace and product development resources
- Networking opportunities
- Professional writing workshops and resources (resumes, artist statements, bios, etc.)
- Assistance in finding other opportunities (grants, residencies, internships, etc.)
- Financial planning
- Other - Write In (Required): _____
- Other - Write In (Required): _____

**That's it! Click SUBMIT on or before
midnight Wednesday, July 31, 2020**