### City of Santa Fe Arts Commission

### Reporting Policy

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Organizations are required to submit a “Final Fiscal Report” and a “Final Narrative Report” at the conclusion of the project. Ten percent of the total funding award will be withheld until acceptance of the final report by the Arts Commission (Potential applicants may request a “Reporting Packet” to receive detailed information about the required reports.)

There are no exceptions to the reporting requirements.

Failure to submit an acceptable Final Fiscal Report or a Final Narrative Report will render an organization ineligible to apply for Arts Commission funding for a period of five (5) years from the due date of the report.

Upon completion of the five (5) year period, an organization may petition for reinstatement by submitting a letter which a) explains the circumstances regarding why an acceptable Final Fiscal Report and a Final Narrative Report was not submitted and b) a reporting plan which delineates the steps the organization and its board of directors will follow to ensure Final Fiscal Report, Final Narrative Report and other required documents will be submitted. The letter and reporting plan must be received three months prior to submitting the next application. The Arts Commission will make the final determination regarding reinstating an organization.

Reinstated organizations will be held to a two-year probationary period during which time a payment plan will establish the partial payments to be made during the funding period. This plan will be based on the completion of project components, achievement of project milestones and adherence to the Final Fiscal Report and a Final Narrative Report reporting requirements. Additionally, 25 percent of the total funding award will be withheld until the acceptance of a final report by the Arts Commission.

Organizations that petition for reinstatement and fail to adhere to reporting requirements and their reporting plan will be deemed permanently ineligible and barred from future funding. The Arts Commission will make the final determination.