

City of Urbana, Public Arts Commission
URBANA ARTS GRANTS PROGRAM
2018 FINAL REPORT
FORM & INSTRUCTIONS

100% OF THE GRANT AMOUNT RECEIVED MUST BE SPENT PRIOR TO APRIL 1, 2019 OR 60 DAYS FOLLOWING PROJECT COMPLETION.

FINAL REPORT DEADLINE: By April 1, 2019 or 60 days following Project Completion.

Your project is being funded with the expectation that it will enhance the City's arts and culture programs or activities, as well as the quality of life. Please complete your **Final Report** to the best of your ability, as it assists in determining whether your project fulfills these expectations, as well as whether the Urbana Arts Grants Program is meeting its goals.

The Final Report for a 2018 Urbana Arts Grant must be submitted in writing to the City of Urbana Public Arts Coordinator following the completion of the funded grant project. Grantees are responsible for accurate, complete and prompt submission of the Final Report. Grantees should be aware that the City of Urbana reserves the right to use any materials submitted in the final report to promote the Urbana Arts Grants Program or for any other non-commercial uses.

Once you have turned in your Final Report and it has been approved by the Public Arts Coordinator, **your final responsibility is to make a brief 5-10 minute presentation about your project to the City of Urbana Public Arts Commission during one of their regular meetings.** These meetings occur on the 2nd Tuesday of each month at 4:30 PM. The Public Arts Coordinator will work with you to schedule your presentation. Grantees who are not based locally may deliver presentations via conference call or video call.

Payment and Reimbursement: For Urbana Festival Grantees, 100% of the total award was provided to the Grantee as the initial payment upon signing the agreement and processing payment. For Individual, Group and Nonprofit Grantees, 50 % of the total award was provided to the Grantee as the initial payment upon signing the agreement and processing payment. The remaining 50% of the award amount will be processed for payment by the City's Finance Department upon completion of the project, submission of the Final Report to the Public Arts Coordinator, and presentation to the Urbana Public Arts Commission.

Incomplete reports or reports received after the April 1, 2019 deadline, or 60 days following the project completion, may jeopardize future requests for funding. In the event the Final Report is not received by the report deadline, you will forfeit any remaining Grant Funds, unless you have received written permission from the Public Arts Coordinator. The Final Report, and/or Revised Project Budget (if applicable), may be delivered in person, sent by mail, or sent by e-mail to the Public Arts Coordinator.

Return Final Reports to:
Public Arts Coordinator
City of Urbana, Community Development
400 S. Vine Street
Urbana, Illinois 61801
Email (preferred): ArtsGrant@urbanaininois.us

Important Project Reminders

Acknowledging City Support

Grant recipients are expected to acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a City of Urbana Arts Grant," unless the City is part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana. **Grantees must display the Urbana Public Arts Program and City logos whenever other sponsor logos are displayed.** Contact the Public Arts Coordinator for digital logo files.

Funding Restrictions

Grant funds must be used to support project-based efforts. Requests for operating costs will not be considered. **Grant funds may NOT be used for the following purposes:**

- For the purchase of non-consumable materials (e.g., computers, software, cameras, power tools, instruments.)
- For the completion of degree work.
- For any event conducted solely or primarily as a fundraiser.

Please contact the Public Arts Coordinator with any questions about funding restrictions.

Attendance Numbers and Hours

Please keep track of the number of hours you spend completing the project, as well as the number of members of the public who participate in your project, including participating artists, performers, and collaborators. **You must include these numbers in your Final Report.**

The Final Report

The following pages outline the **required components** of the Final Report. Please include each of these components when submitting your report.

Final Report Checklist:

- Grant Award Form
- Cover Letter with Certification
- The Report
 - Post-Project Evaluation
 - Project Documentation
 - Fiscal Report
 - Revised Project Budget (if applicable)
- Receipts/Invoices

GRANT AWARD FORM

Grant Award Form: Please complete the Project Questions below and include this page in your Final Report materials submitted to the address below.

The information provided in question #1 - 5 should be the same as the information on your Urbana Arts Grant Agreement with the City.

1. GRANTEE: Name of Applicant or Primary Contact:

E. K. Anna Hennequet

Address:

1001 Hillside Lane, Mahomet, IL 61853

Project Title:

The Magic Lantern

2. TOTAL AMOUNT OF GRANT FUNDS AWARDED: \$ 1,500 .00

3. TOTAL AMOUNT OF GRANT FUNDS RECEIVED TO DATE: \$ 750 .00

4. GRANT PERIOD: April, 20 18 through April 1, 20 19.

5. EXPENDITURE DEADLINE: April 1, 20 19.

6. DATE OF PROJECT COMPLETION: March 25, 20 19.

COVER LETTER WITH CERTIFICATION

Final Report Certification: Each Report submitted should be accompanied by a **cover letter** on grantee letterhead, signed by an authorized agent of the grantee, stating one of the following, as appropriate:

(For Urbana Festival Grant GRANTEES)

“I hereby certify that I am authorized to approve this Report, that I have reviewed the attached invoices in the amount of \$____.____; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”

(For Individual, Group and Nonprofit GRANTEES):

“I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$____.____; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”

THE REPORT

The Report: Please use the following instructions to write a Final Report on letter size plain paper, or to be emailed as a PDF. The Final Report must be word processed. Handwritten Final Reports will not be accepted. Please **do not** staple your report. Paperclip all pages together and place the entire Final Report in an envelope. Binders, folders and report covers are unnecessary and will be discarded. The Report must include the following information:

Post-Project Evaluation: Write one typed page describing the following information:

1. Accomplishments and how grant funds were utilized during the grant period.
2. The impact that the grant funds had on your artistic or organizational development.
3. The number of hours spent in completing the project: including planning, administration, promotion, production, and the final presentation.
4. The number of participants in events or activities related to your grant project.
5. Description of experience working with collaborating partners.
6. Any additional comments.

Project Documentation: Documentation is required showing the progress or completion of your grant project. **Please note that materials will not be returned.**

- Submit no fewer than three **digital** images (.jpg, .gif, or .tif) depicting the performances, workshops, and/or exhibits pertaining to the project. This can include images from the production and the final exhibit or performance of the project.
- Include examples of event announcements or flyers used to promote the event.

Fiscal Report: The Fiscal Report is a basic list summarizing expenses supported by grant funds. Report only those expenses supported by your Urbana Arts Grant. List the expenses supported by your Urbana Arts Grant in a **spreadsheet or list format** on letter size paper and submit it with the Final Report to the City.

Revised Project Budget: Any changes to the Project Budget should be submitted along with the Final Report to the City for approval on the Revised Project Budget. Project Budgets which request additional grant award funds above the total award amount listed the signed grant agreement will **not** be considered.

RECEIPTS/INVOICES

Receipts/Invoices: Compile receipts and invoices documenting the expenses of the grant funds.

- Each receipt, invoice, account statement or cancelled check should be **individually attached** to a one-sided 8½“ x 11” sheet of paper. Undersized (Not 8½” x 11”) receipts must be individually taped or glued to standard 8½” x 11” paper .
- Receipts/Invoices must be clear, indicate method of payment and show the following information:
 - Items or services purchased
 - Cost of Items
 - Date of purchase (must **not** predate April 1, 2013 or be later than April 1, 2014)
 - Name and address of store or vendor
- Total receipts/invoices must be equal to or greater than the grant amount.
- Do not place receipts on both sides of paper. Please do not overlap receipts.
- Highlight the date of purchase and total on all receipts.
- Handwritten receipts must be accompanied by proof of purchase (check, money order, or credit card receipt) and include merchant name and address.
- If grant funds are used for artist or performer fees, **please include invoices from these artists or performers** in this section to provide a record of these payments.

Please retain a copy of the Final Report and receipts/invoices for your own records. No portion of the Final Report will be returned. Grants are considered taxable income by the Internal Revenue Service.

E. K. Anna Hennequet

1001 Hillside Lane

Mahomet, IL 61853

217-369-8950

steampunkgrub@gmail.com

March 29, 2019

I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$750.00; that all costs claimed have been incurred for the Project in accordance with the Agreement between E. K. Anna Hennequet and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.

Authorized Agent of the Grantee

Date

Fiscal Report

Description	Total Expense		In-kind
Research, planning, administrative Animation, execution, production (320 hours)	\$	6,400.00	\$ 4,450.00
Art and production supplies (see itemized below)	\$	720.41	\$ 220.41
Total cost	\$	7,120.41	\$ 4,670.41

Itemized receipts (See PDF "Hennequet_EKAnna_Receipts")

Date	Description	Category	Cost	Vendor
05/25/18	Printing Paper	Supplies	\$ 53.54	Amazon
07/11/18	Adhesives	Supplies	\$ 65.06	Amazon
08/22/18	Ink	Supplies	\$ 13.01	Amazon
09/13/18	Printing Paper	Supplies	\$ 98.29	Office Depot
09/22/18	Ink	Supplies	\$ 37.61	Amazon
09/28/18	Printing Paper	Supplies	\$ 45.90	Amazon
10/02/18	Drawing pens	Supplies	\$ 14.78	Amazon
10/15/18	Ink	Supplies	\$ 27.60	Amazon
10/22/18	Ink	Supplies	\$ 38.24	Amazon
11/13/18	Ink	Supplies	\$ 13.80	Amazon
11/21/18	Ink	Supplies	\$ 13.01	Amazon
12/22/18	Ink	Supplies	\$ 16.99	Amazon
12/22/18	Printing Paper	Supplies	\$ 49.93	Amazon
01/14/19	Praxinoscope Replica, Flipbook Kit	Supplies	\$ 57.69	Wacky Stuff, Inc
01/20/19	Ink	Supplies	\$ 13.80	Amazon
01/20/19	Cork Protective Mat	Supplies	\$ 13.99	Audio 456
01/20/19	Printing Paper	Supplies	\$ 29.60	Amazon
01/22/19	Ink	Supplies	\$ 38.24	Amazon
01/30/19	Ink	Supplies	\$ 38.24	Amazon
02/02/19	Zoetrope Toy Replica	Supplies	\$ 14.99	Amazon
02/11/19	Ink	Supplies	\$ 13.11	Amazon
03/03/19	Mirror Films	Supplies	\$ 12.99	Aneco US
		Total:	\$ 720.41	

The Magic Lantern – Final Report

Post-Project Evaluation:

1. Accomplishments and how grant funds were utilized during the grant period.

The bulk of the grant period and funds were spent on time researching necessary information needed to execute the project. There had been many trials and errors during the creation of the animation and translating the animation into physical objects applied to vintage animation contraptions – zoetrope, praxinoscope, turntable praxinoscope, etc.

2. The impact that the grant funds had on your artistic or organizational development.

The project sought to engage the audience of all ages in public settings by displaying animation in various formats and introduce the art of animation in an entertaining and educational way. I believe the project achieved that and more. Below are short excerpts from a Smile Politely review of The Magic Lantern. I couldn't have asked for a better outcome – a spotlight on the art of animation and support for public arts programs. The experience has given me the confidence to pursue more engaging projects that can be shared with the public.

EKAH and The Magic Lantern: a story of technology, animation, and public arts support

March 26, 2019 / 12:59pm / By Debra Domal

“Last night local artist EKAH filled the Urbana Free Library's Lewis Auditorium with wonder, inspiration, and laughter. She also filled it to capacity with artists, children, and curious community members. And the fact that she did so on the Monday night after Spring Break is just another testament to her and the ever-expanding range of mediums she works in.

You may have heard of EKAH. You may have seen her work featured on 40 North's Sky Gallery billboards or on MTD buses. You could say she has a thing for public art. But last night was a whole 'nother level. While she clearly has a signature style, EKAH continues to carry her colorful cast of characters from one medium to another. And last night we saw them in 3D.”

“But the harder truth is that creative explorations like this only happen when the artist receives funding to support her work. The Magic Lantern was funded in part by the Urbana Public Arts program and the City of Urbana. Kudos to these agencies for making it possible for EKAH's Magic Lantern to shine for us all.”

Full article:

http://www.smilepolitely.com/arts/ekah_and_the_magic_lantern_a_story_of_technology_animation_and_public_arts/

3. The project's duration is 10 months consisting of 320 hours of planning, administration, promotion, production, and the final presentation.

4. The number of attendees in The Magic Lantern on March 25, 2019 at the Lewis Auditorium at the Urbana Free Library were between the range of 80 to 100 people. Many online viewers have followed the progress of the project in numbers that are difficult to calculate at this point in time.

5. I sought the assistance of Rachel Lauren Storm in securing the venue at The Urbana Free Library. Although others have been involved in the discussion of possible collaboration, but due to conflict of schedule they did not result in actual collaboration. Urbana Free Library staff provided assistance that was necessary for the project's final event.

6. The project provided me with an invaluable learning experience. Not only have I become a better artist and animator, I have realized what a worthy goal it is to engage and share with the community.

Project Documentation:

Project page on website: <https://steampunkgrub.com/the-magic-lantern>

Video clip 1: <https://youtu.be/-c69YCCKoUw>

Video clip 2: <https://youtu.be/e6Xr5qvrGg>



More progress images and videos here:

<https://www.instagram.com/steampunkgrub/> and <https://www.facebook.com/SteampunkGrub/>



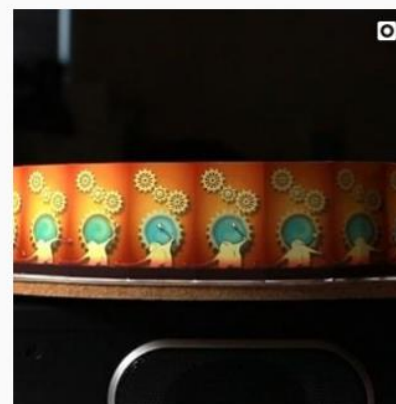
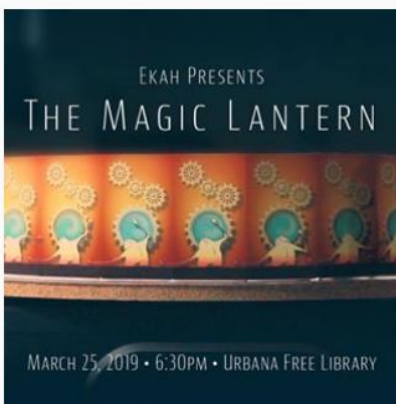
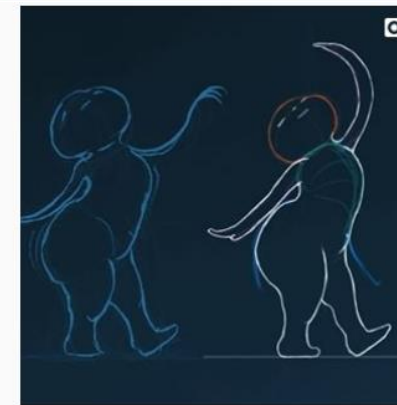
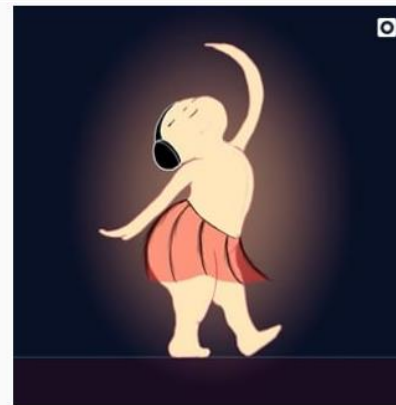
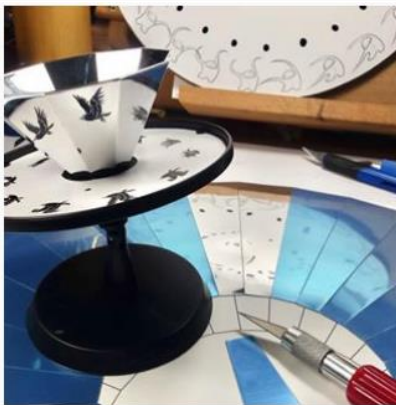
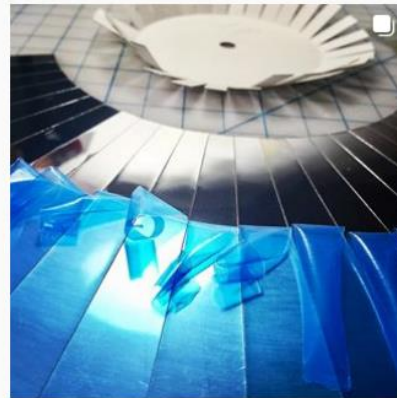
REVIEWS / FINE ART AND DESIGN SHARE

EKAH and The Magic Lantern: a story of technology, animation, and public arts support

March 26, 2019 / 12:58pm / By Debra Donat

Last night local artist EKAH filled the Urbana Free Library's Lewis Auditorium with wonder, inspiration, and laughter. She also filled it to capacity with artists, children, and curious community members. And the fact that she did so on the Monday night after Spring Break is just another testament to her and the ever-expanding range of mediums she works in.

You may have heard of EKAH. You may have seen her work featured on 4D North's Sky Gallery billboards or on MTD buses. You could say she has a thing for public art. But last night was a whole 'nother level. While she clearly has a signature style, EKAH continues to



Online Promo image:



Social Media Event Page:

A screenshot of a social media event page. The top image is the same as the promo image. Below it, the event title 'The Magic Lantern' is displayed with the date 'MAR 25' and the text 'Public · Hosted by Steampunk Grub and Urbana Public Arts Program'. There is a 'Going' button and a '3 days ago' timestamp. The location is 'The Urbana Free Library'. At the bottom, there are tabs for 'About' and 'Discussion'.

Details

The Magic Lantern is an ongoing series of interactive animation projects presented by EKAH, a visual artist. The project explores the art of animation through various, retro animation toys as well as the use of modern tools. The artist will present and showcase her animated work in a live-demo and will invite audience to interact with animation-viewing contraptions - zoetrope, praxinoscope, turntable zoetrope, mutoscope, and contraptions modified by the artist.

Monday, March 25, 2019
6:30pm -7:30pm
Urbana Free Library
The Lewis Auditorium
210 West Green Street, Urbana, IL

Free Public Event

The project is in part funded by Urbana Public Arts and City of Urbana.

To learn more about the artist, please visit:
Web Site: <https://www.steampunkgrub.com/>
Facebook: <https://www.facebook.com/SteampunkGrub/>
Instagram: <https://www.instagram.com/steampunkgrub/>

See Less ▾

Art Kid Friendly Animation +2

This report was prepared by E. K. Anna Hennequet (EKAH) for The Magic Lantern