

Use this page if additional space is required.

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TOTAL ATTENDANCE:

Number of Persons Ages 18 and Under: _____
Number of Adults: _____
Total Attendance: _____

TOTAL ARTISTS/ARTISTIC FEES:

Total Number of Artists Involved: _____
Total Number of Artists Paid: _____
Total Amount Paid to Artists: _____

NARRATIVE:

Please check the appropriate boxes and answer the following questions. You may continue on additional sheets of paper if necessary.

1. Did the completed project differ from the grant agreement and/or application? Yes No If yes, how?

2. Did you experience any problems in administering the arts project? Yes No If yes, explain.

3. What was the community’s response to the project?

4. On a scale of 1 to 5, how would you rate the artistic merit of the project? 1 is the lowest and 5 is the highest.

5. How was the project promoted to the public? Check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Television Ad | <input type="checkbox"/> Street Banners |
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Neighborhood Posters | <input type="checkbox"/> Radio PSA | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Meeting or Formal Presentation | <input type="checkbox"/> Other: _____ |

6. Do you plan on continuing this project in the future? Yes No If yes, how will the project be sustained or changed?

FINAL PROJECT BUDGET:

Round numbers to the nearest dollar amount. Include both grant funds and additional cash.

TOTAL PROJECT EXPENDITURES

- (A) Personnel – Administrative _____
 - (B) Personnel – Artistic _____
 - (C) Personnel – Technical _____
 - (D) Fiscal Agent Fees _____
 - (E) Outside Professional Services - Artistic _____
 - (F) Outside Professional Services – Other _____
 - (G) Utilities _____
 - (H) Space Rental _____
 - (I) Travel/Per Diems _____
 - (J) Marketing (promotion, publicity, print) _____
 - (K) Equipment Rental _____
 - (L) Supplies and Materials _____
 - (M) Postage/Shipping Costs _____
 - (N) Insurance _____
 - (O) Other: List Below _____
- _____
- _____
- _____

TOTAL PROJECT EXPENDITURES: \$ 0.00

TOTAL PROJECT REVENUE

- Martin Foundation Arts Funding Grant _____
 - Other Cash Support: List Below _____
- _____
- _____
- _____

TOTAL PROJECT REVENUE: \$ 0.00

TOTAL IN-KIND SUPPORT (Optional) _____

GRANT EXPENDITURE SUMMARY:

Note: This corresponds to each of the expense lines (A, B, C, ...) but only for the grant funded component of this expense line.

A		F		K	
B		G		L	
C		H		M	
D		I		N	
E		J		O	

CHECKLIST:

- Complete Final Report Form
- Grant Expenditure Documentation – only for payments using grant funds (not the entire project expenses)
- Samples of printed materials including proper credit and appropriate logos. Statements and logos are **required** on all printed promotional material associated with the project including, but not limited to, all mailings, programs, posters, flyers, programs, etc. A copy of a public service announcement containing the statement may also be submitted.
- Images of grant sponsored activities [Photographs (digital, print or slide); video; CD, etc.]

ASSURANCES:

We, the undersigned, hereby certify that to the best of our knowledge all facts, figures and representations in this final report are true and correct; that all art programs or services were completed in accordance with terms and conditions set forth in the grant agreement and the Decentralized Arts Funding Program Guidelines.

Authorizing Official (President or Chair)

Project Director

Signature _____

Signature _____

Typed Name/Title _____

Typed Name/Title _____

Date _____

Date _____