Phoenix Office of Arts and Culture

Final Report for Arts-in-Education Project Grant

I. PROJECT DATA:

Project Title:		
Organization:		
Street Address:	City:	Zip:
Report Submitted by:	Phone:	
Project Dates: (Start and End):	Through:	
Number of Individual Artists involved in the Project:		
Number of Participants/Audience: Adults:	+ Youth:	= Total #

Χ Date: **Signature of Authorizing Official**

II. PROJECT DESCRIPTION:

Attach a narrative discussing the completed project. Please use the following headings:

A. Project Goals

What project goals were accomplished? What were the major benefits of the project? Describe what participants learned as a result of the project.

B. Project Activities

Briefly describe the specific activities which took place with the financial support of the Phoenix Office of Arts and Culture, including dates, locations, project participants (i.e. students, teachers, arts specialists, special populations) and length of the project. Describe any instructional materials that were used in the project. (If any of the services indicated in previous project descriptions were not provided, please explain.)

C. Project Evaluation

Describe how the project was evaluated and include with the report any tools used to implement the evaluation method. Discuss the successes and challenges of the project. If you were to repeat this project what changes would you make to improve it?

III. PROJECT BUDGET (over)

Note: Inadequate or delinquent reports may affect future funding.

FINAL PROJECT BUDGET

Outline below the budget for the specific project described in this application. **Itemize** expenses in each category. Refer to the Glossary for explanation of terms. Please round numbers to the nearest dollar.

Expenses	CASH INCOME (Revenue + Support)
Expenses (cash only)	Revenue (earned income – cash only)
1. Personnel/Staff a) Administrative # of staff b) Artistic # of staff	9. Admissions
 c) Technical/Prod # of staff 2. Outside Fees & Services a)Guest Artists: 	10. Contracted Services
	11. Other Revenue
b)Consultants/Other Experts	Support (contributed income) 12. Corporate Contributions
3. Production Expenses	13. Foundation Grants
4. Space Rental	 14. Other Private Contributions 15. Government Support
5. Travel	a) Federal b) Regional c) State d) County e) City
6. Marketing/Promotion	(do not include this grant request) Total Government Support
7. Remaining Operating Expenses	16. Applicant Cash 17. Cash Income <u>Without Grant</u>
	(Total items 9 thru 16)
8. Total Cash Expenses	18. Grant Award Amount 19. Total Cash Income
(Total Items 1 thru 7)	(Total Items 17 and 18)