

## Final Report Form

**Instructions:** To receive your final payment, you must complete this report and budget form, then submit along with a narrative assessment of your project (see page 2) as well as documentation of all major project-related expenses such as copies of checks, receipts, or Quicken Reports. Final Reports are due within 30 days of completion of your project or December 31<sup>st</sup> of the year following the application year, whichever comes first. **Please type or print neatly.**

**Date:** \_\_\_\_\_

**Grantee Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Date(s):** \_\_\_\_\_

**Project Location(s):** \_\_\_\_\_

**Audience and Participants Profile**

Please provide the number of participants in each group. If the project involved a core group of participants as well as an audience, please fill in separate numbers for each.

	<b>Artist/Participants</b>	<b>Audience Members (estimated)</b>
African American	_____	_____
Asian American	_____	_____
Latin American	_____	_____
Native American	_____	_____
European American	_____	_____
Other	_____	_____
<b>Total</b>	_____	_____

Persons with Disabilities \_\_\_\_\_

Accommodations made, if any \_\_\_\_\_

\_\_\_\_\_

## Project Evaluation

Give a brief evaluation of your project using the questions below. Attach up to one page of narrative if needed. Suggestions for ways the project may be improved are especially welcome.

1. What was the project goal and how did you meet it?

2. List the strengths and weaknesses of the project's design and/or execution:

STRENGTHS

WEAKNESSES

A)

B)

C)

3. What type of publicity/marketing did you do for your project? Check all that apply. Please attach samples.

A) Press release

B) Calls to reporters

C) Flyers

D) Direct Mail

E) Paid advertising. (In which publications?) \_\_\_\_\_

F) Other: \_\_\_\_\_

4. How do you measure the success of your project? Please list methods used (e.g. evaluation form, survey, observation, video documentation, etc.) and include samples if applicable.

A)

B)

C)

Final Budget Form

**PROJECT EXPENSES**

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- A. SALARIES/FEES \$ \_\_\_\_\_
- B. SPACE RENTAL \$ \_\_\_\_\_
- C. MARKETING \$ \_\_\_\_\_
- D. OTHER PROJECT EXPENSES
  - 1. \_\_\_\_\_ \$ \_\_\_\_\_
  - 2. \_\_\_\_\_ \$ \_\_\_\_\_
  - 3. \_\_\_\_\_ \$ \_\_\_\_\_
  - 4. \_\_\_\_\_ \$ \_\_\_\_\_
- TOTAL EXPENSES** \$ \_\_\_\_\_

**PROJECT INCOME**

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- A. EARNED INCOME \$ \_\_\_\_\_
- B. SPONSORSHIPS/DONATIONS \$ \_\_\_\_\_
- C. CAMBRIDGE ARTS GRANT \$ \_\_\_\_\_
- D. OTHER GRANTS \$ \_\_\_\_\_
- E. APPLICANT CASH \$ \_\_\_\_\_
- TOTAL INCOME** \$ \_\_\_\_\_

**INCOME vs. EXPENSES** \$ \_\_\_\_\_

Note: Income should equal expenses. Please justify any differences.

**IN-KIND CONTRIBUTIONS**

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List any in-kind contributions with estimated monetary value.