

2013-2014 Cultural Funding Program Final Report Form
Cultural Expansion Program
City of Austin Economic Development Department
Cultural Arts Division
201 East 2nd Street
Austin, TX 78701

Date Received (CAD use only)

Final Reports are due within 30 days of the completion of project activities.

Final Reports must include:

- Completed Final Report Forms (3 pages)
- Final Report Financial Form (1 page – signed by Authorized Official)
- Budget Itemization
- Expense receipts for COA funds and other cash/in-kind expenses equal to minimum matching requirements
- Pertinent publicity, programs, press materials, reviews referencing funded event/program

SECTION I. CONTRACTOR INFORMATION

Contractor Agency Name:	Control Number: 13 CEP
Sponsored Organization/Individual Name (if applicable):	
Contact Person:	Telephone:
Project Title:	End Date:

SECTION II. PROJECT NARRATIVE

Please provide a **bullet point list** of the public events and other activities associated with this project. Include dates and locations. Please submit documentation related to the contract activities with your report (CD, DVD, publications, etc.)

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Sponsor/Contractor Name:

SECTION III. AUDIENCE DATA (Include only verifiable project related data – do no inflate)

Audience Members Directly Served:

(Audience Members Defined: Those who participate or experience the art form directly.)

Total number of audience members directly served by this contract:

Number

Of Those Audience Members Directly Served, Provide The Following Data

Number

Total number of youth audience members (ages 0-18) directly served by this contract:

Total number of audience members directly reached through TV/Radio (through programming, not PSAs):

Total number of audience members directly reached through the Web (user sessions, not hits):

Total number of audience members with disabilities directly served in accessible facilities:

Total number of audience members with disabilities directly served in special programming:

Total number of audience members directly reached through other methods (list methods):

Audience Information:

**Audience Demographics
(Enter Number)**

Number

**Special Constituencies
(Answer yes/no)**

Yes/No

American Indian
 Asian
 African-American
 Latino/Hispanic
 White
 Multi-Racial
 Other

Total

Child (<7)
 Child (7 – 12)
 College Student
 Hearing Impaired
 Mentally Impaired
 Visually Impaired
 Otherwise Impaired
 Woman
 Veteran
 Senior Citizen
 Institutionalized (correctional)
 Institutionalized (non correctional)
 Other:

Please note: Demographic, constituencies, and artist/tourism information must accurately reflect the specific funded project and cannot be taken from general census/sampling figures

Tourist Information:

Number

Please indicate audience members who are from outside the city (greater than a 50 mile distance) State
 National
 International

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SECTION IV. PERSONNEL INFORMATION	
List the number of personnel in each category and the number in each subgroup	
Personnel Data	Number
Full-time personnel:	
Part-time personnel:	
Volunteers:	
TOTAL	

SECTION V. GOALS, OBJECTIVES, AND EVALUATION		
	Yes/No	
Did you meet and/or exceed goals and objectives of this project?		Explain
Did you do a formal evaluation?		

SECTION VI. MARKETING AND OUTREACH		
	Yes/No/NA	
Did you credit the City in all your marketing and publicity materials?		if no, explain.
Did you receive media coverage as a result of this funding?		
Did you promote your activities on NowPlayingAustin.com?		
Did you perform outreach through social media?		
Did you perform any specific outreach to ethnic or minority communities?		if yes, explain
Did your marketing and/or audience development result in outreach to a national or statewide audience?		if yes, explain
Did your marketing and/or audience development result in outreach to an international audience?		if yes, explain
Did this project involve:	Yes/No/NA	
Cultural Tourism?		
Partnering with the Austin Visitors & Convention Bureau?		
Partnering with other Bureau, Agencies, Organizations or Commissions?		
Economic development?		

Please note: You may attach additional sheets as necessary to further explain Sections IV, V, and VI

ADDITIONAL REQUIREMENT: You **MUST** attach the required Final Report Budget form and itemization to these forms and submit as one complete report.