

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

Final Reports must include:

- Completed Final Report Forms (4 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 (including City credit and TCA/NEA credit if applicable (reference contract for your requirement))

SECTION I. CONTRACTOR INFORMATION

Contractor Agency Name: _____ Control Number: 13

Sponsored Organization/Individual Name (if applicable): _____

Contact Person: _____ Telephone: _____

Project Title: _____ End Date: _____

Core Programs

Community Initiatives Program

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.)

2012-2013 Cultural Arts Funding Core Program Final Report Form
Core Programs/Community Initiatives
 City of Austin Economic Growth and Redevelopment Services Office
Cultural Arts Division

Sponsor/Contractor Name:

SECTION IV. ACTIVITY/PROJECT INFORMATION			
Attendance Information:			
List the number of events held in each category and the number of attendees .			
	<u># events</u>	<u># attendees</u>	
Conferences:			Publications:
Exhibitions:			Residencies:
Festivals:			Lectures/Demonstrations:
Master Classes:			Commissions (original work):
Open Rehearsals:			Seminars/Workshops:
Performances:			Other:

SECTION V. ARTIST/PERSONNEL INFORMATION	
List the number of artists/personnel in each category and the number in each subgroup	
<u>Artist/Personnel Data</u>	<u>Number</u>
Artists who received a fee:	
Artists who volunteered their time to work:	
Full-time personnel:	
Part-time personnel:	
Non-artist volunteers:	
<i>Please list artists/personnel only once for this data set.</i>	
TOTAL	

SECTION VI. GOALS, OBJECTIVES, AND EVALUATION		
	Yes/No	Explain
Did you meet and/or exceed goals and objectives of this project?		
Did you capture ZIP codes of attendees?		
Did you do an exit survey or evaluation form?		
Did you do a formal evaluation?		

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SECTION VII. MARKETING AND OUTREACH		
	Yes/No	
Did you credit the City and TCA (if applicable) in all your marketing and publicity materials?		if no, explain.
Did you credit the City and TCA (if applicable) verbally at your event?		
Did you receive media coverage for your project activities?		
Did you promote your public activities on NowPlayingAustin.com?		if no, explain.
Did you perform outreach through social media? (List type & target audience)		explain
Did you perform any specific outreach to ethnic or minority communities?		if yes, explain
Did your marketing and/or media outreach target a national or statewide audience?		if yes, explain
Did your marketing and/or media outreach target an international audience?		if yes, explain
Did this project involve:	Yes/No	
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 V, VI, and VII

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