2012-2013 Cultural Funding Program Final Report Form Date Received (CAD use only)
Core Programs/Community Initiatives
City of Austin Economic Growth and Redevelopment Services Office
Cultural Arts Division
201 East 2nd Street
Austin, TX 78701

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.)

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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.)

Number

Total number of audience members directly served by this contract:
Was this a significant change from last year? ☐ Yes ☐ No
If yes, by how much? ☐ Increase of: ☐ Decrease of:

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		Child (<7)	
Asian		Child (7 – 12)	
African-American		College Student	
Latino/Hispanic		Hearing Impaired	
White		Mentally Impaired	
Multi-Racial		Visually Impaired	
Other		Otherwise Impaired	
		Woman	
Total		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. ACTIVITY/PROJECT INFORMATION

Attendance Information:

List the **number of events** held in each category **and** the **number of attendees**.

	# events	# attendees		# events	# attendees
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

Artist/Personnel Data	Number
Artists who received a fee:	
Artists who volunteered their time to work:	
Full-time personnel:	
Part-time personnel:	
Please list artists/personnel only once for this data set.	
TOTAL	

SECTION VI. GOALS, OBJECTIVES, AND EVALUATION

	Yes/No	
Did you meet and/or exceed goals and objectives of this project?		Explain
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.