

**FY 2012 Cultural Arts Final Report Form
Capacity Building II Program**

Date Received (CAD use only)

City of Austin Economic Growth and Redevelopment Services Office
Cultural Arts Division
201 E. 2nd Street
Austin, Texas 78701

Final Reports are due within 30 days of the completion of the contract period.

Final Reports must include:

- Completed Final Report Form (3 pages)
- Signature of Authorized Official
- Budget Itemization (Formulated and prepared by Contractor)
- Expense receipts for COA funds and other cash/in-kind expenses equal to minimum matching requirements
- Pertinent publicity, web presence, press materials (including City credit, if applicable)

SECTION I. CONTRACTOR INFORMATION

Contractor Agency Name: _____ Control Number: 12

Sponsored Organization/Individual Name (if applicable): _____

Contact Person: _____ Telephone: _____

Project Title: _____ Start/End Dates: _____

- Organization
- Individual Artist/Unincorporated Group

SECTION II. PROJECT NARRATIVE

Please provide a brief narrative of the completed organizational development project activities. Include dates, execution of contract goals/requirements, etc. If applicable, please submit documentation related to the contract activities with your report (business analysis, publications, web presence, etc.)

Grants Coordinator Signature	Date	Contract Compliance Specialist Sr. Signature	Date
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Sponsor/Contractor Name:

<p>SECTION III. ACTIVITY INFORMATION List the number of events held in each category and the number of attendees (if applicable).</p>
<p style="text-align: center;">Conferences: Master Classes: Seminars/Workshops: Other:</p>

SECTION IV. PERSONNEL DATA			
Personnel Demographics	<u>Number</u>	Personnel/Volunteer Data	<u>Number</u>
American Indian		Volunteers	
Asian		Full Time Personnel	
African American		Part Time Personnel	
Latino/Hispanic		Other (List)	
White			
Multi-Racial			
Other			
TOTAL		TOTAL	

SECTION V. GOALS, OBJECTIVES, AND EVALUATION	
	<u>Yes/No/NA</u>
Did you meet or exceed the goals and objectives of this project?	If no, explain.
Did the additional funding from the City enhance your Organization's capacity?	Explain.
Did you credit the City in all marketing and publicity materials?	
Did you capture ZIP codes for persons benefiting?	
Did you do a formal evaluation?	
Did you perform any specific outreach to ethnic or minority communities?	
Did you perform any specific outreach to special constituencies?	

Please note: You may attach additional sheets as necessary to further explain Section V.

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Section VIII. Final Project Budget Information				
Round all budget figures to the nearest whole dollar.				
PROJECT INCOME	COA	CASH	IN-KIND	TOTAL
EARNED INCOME				
1. Total Admissions				
2. Total Other Earned Income				
3. TOTAL EARNED INCOME (Add Lines 1 and 2)				
UNEARNED INCOME				
4. Total Private Support (Corp, Foundation, Individual)				
5. Total Public Support (Government Grants)				
6. Total Other Unearned Income				
7. Applicant Cash				
8. TOTAL UNEARNED INCOME (Add Lines 4 – 7)				
9. COA Award Amount				
10. TOTAL INCOME (Add Lines 3, 8, and 9)				

PROJECT EXPENSES	COA	CASH	IN-KIND	TOTAL
11. Total Employee Costs				
12. Total Non-Employee Costs				
13. Space Rental				
14. Travel				
15. Marketing, Promotion, Publicity				
16. Total Other Expenses				
17. TOTAL EXPENSES (Add Lines 11-16)				

Note: You must attach an itemization of all project income and expenditures. You must provide documentation of all COA expenditures and other expenditures documenting the minimum matching requirements.

BUDGET SURPLUS/DEFICIT	\$
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DECLARATION:

I do solemnly declare that, to the best of my knowledge, all information contained in this report is complete and true in every aspect.

_____	_____	_____
Authorized Official Signature	Authorized Official Name and Title	Date

_____	_____	_____
Partner/Sponsored Project Signature (if applicable)	Partner/Sponsored Project Name and Title	Date