**2015-2016 Cultural Funding Program Final Report Form** Date Received (CAD use only)

**Core Programs/Community Initiatives**

City of Austin Economic Development Department

**Cultural Arts Division**

201 East 2nd Street

Austin, TX 78701

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

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| **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 logo and credit) |

|  |  |
| --- | --- |
| **SECTION I. CONTRACTOR INFORMATION** |  |
|  |  |
| Contractor Agency Name:       | Control Number: 16       |
|  |  |
| Sponsored Organization/Individual Name (if applicable):       |
|  |  |
| Contact Person:       | Telephone:       |
|  |  |
| Project Title:       | End Date:       |

|  |  |
| --- | --- |
| [ ]  Core Programs | [ ]  Community Initiatives Program |

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| **SECTION II. PROJECT ACTIVITIES**Please provide a list of the public events and other activities associated with this project. List dates and locations, including address(es) where event(s) took place. If you need additional space, please feel free to add additional pages as needed. Please submit documentation related to the contract activities with your report (CD, DVD, publications, etc.) |
| **ACTIVITY NAME** | **DATE(S)** | **LOCATION(S), ADDRESS(ES) & DISTRICT NUMBER** | **# CONTRACTED ACTIVITIES** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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**Sponsor/Contractor Name:**

**Sponsored Project Name**:

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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 [ ]  N/A |
|  | If yes, by how much? [ ]  Increase [ ]  Decrease |       |
|  |
| ***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** |  |  | **Special Constituencies** |  |
|  | **(Enter Number)** |  |  | **(Answer yes/no)** |  |
|  |  | **Number** |  |  | **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: |       |       |

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

|  |  |
| --- | --- |
| **Section VI. GOALS, OBJECTIVES AND OUTCOMES** | **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? |       |
|  |  |

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| **SECTION VII. MARKETING AND OUTREACH** |
|  | **Yes/No** |
| Did you credit the City in all your marketing and publicity materials? If NO, Explain.      |       |
| Did you credit the City 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.