



City of Austin

Cultural Arts Funding Program

Final Report Instructions For Core and Community Initiatives Programs Fiscal Year 2016

PREPARING YOUR FINAL REPORT

FINAL REPORTS are due within 30 days of the completion of the project activities funded by Cultural Contracts (rounded to the end of the month to which the final project/activities fall).

The Final report must include the following

- Final Report Form (Instructions pages 2 – 7, Form pages 15 – 18)
- Final Report Budget Form (signed) (pages 7 – 9, Form page 19)
- Documentation of Expenses (pages 9 – 11)
- Documentation the event occurred and that the City was acknowledged as a funder (page 14)

Final Reports must be typed and printed on single sided paper. Please provide the information requested on the report form. For more detailed information please see the following pages. Please be sure to also sign the budget form and please provide enough cash and if applicable, in-kind expenses to meet the match. Before preparing your final report, fully read these instructions and review your Contract and Revision materials for FY 16. The instructions will provide important information about types of data the City collects and what expenses are eligible to meet the matching requirements of your project.



Economic Development Department / Cultural Arts Division
201 East Second Street; Austin, TX 78701

Section I: Contractor Information

Contractor Agency Name

Enter the legal name of the contracted organization.

Control Number

Enter the Control Number assigned to your contract. It can be found on your official award letter. The control number will have the fiscal year, the initials of the funding program and your unique number. Sponsored Projects will have a Control Number that ends in SP (which stands for Sponsored Project)
EXAMPLE: I6 PS II 412 SP

Sponsored Organization/ Individual Name

Enter the name of the Sponsored Organization or the name of the individual artist if applicable

Contact Person

This is the person to whom questions concerning this final report will be addressed. If you are fiscally sponsored this should be the name of the primary contact from the sponsored group, NOT the Fiscal Sponsor.

Telephone

This is the telephone number of the person listed in the Contact Person line.

Project Title

List the title of your funded project as listed on the first page of your FY16 revision form.

End Date

Enter the date that your FY16 funded project was completed.

Section II: Project Activities

Project Activities

Use the chart provided to list public events and other activities associated with this project. Include the date(s), location(s), including address(es) and district number where the events took place, AND the number of contracted activities for that event. Use this link to find the district numbers of your event venues: <http://www.austintexas.gov/GIS/CouncilDistrictMap/>

EXAMPLE:

Activity Name	Date(s)	Location Name, Address, ZIP & District Number	# of Contracted Activities
Hamlet	June 15-20, 2016	ABC Theatre, 123 Main St. 78701, Dist. 9	8
Water World Art Exhibition	Dec. 1-31, 2015	West Ave Gallery, 700 West Ave, 78702, Dist. 3	1
Film Editing Workshops	March 7, 2016, April 1, 2015	Whimsy Film School, 1000 Broadway, 78754, Dist. 7	2
Youth Short Film Festival	Feb 25-26, 2016	Bleacher Movie Theatre, 17 Bleacher Rd, 78741, Dist. 3	1
Cake Lit Journal Issue Release Parties	Nov. 14, 2015; Feb. 18, 2015;	1 st two release parties at Reader Tavern, 9500 S 1 st , 78745; Dist. 5	4
	May 16, 2016; Aug. 14, 2016	2 nd two release parties at Honey Trap Bar & Grill, 652 Burnet Rd, 78754, Dist. 7	

If you require more space than is provided you may attach additional pages. Please note that you will need to submit documentation related to the contracted activities with your final report.

Section III: Audience Data (include only VERIFIABLE project related data – DO NOT INFLATE)

Audience Members Directly Served

Audience Members is defined as “those who participate or experience the art form directly.” Only count those individuals that attended or experienced your project/activities, not those who were reached via marketing efforts but did not attend the contracted project/activity.

Total Audience Members: Provide the total number of audience members directly served by this contract. Let us know if that number has changed significantly since last year. Tell us whether it increased or decreased, and by how many.

Total Number of Youth Audience Members: Out of the total audience members served provide the total number of audience members that were youth ages 0-18.

Total Number of Audience Members reached through TV/Radio: Out of the total number of audience members reached provide the total number of audience members that experienced your project/activity through TV and Radio.

NOTE: This number should NOT include those reached through PSAs, commercials or promotional interviews, only through project activities.

Total Number of Audience Members reached through the Web: Out of the total number of audience members reached provide the total number of audience members who experienced your project/activity via the web. For example, if you live streamed your project or if you post the full length video of the project you would count the total number of visits to those webpages.

Note that this number should reflect user sessions, not hits. A hit is the most granular piece of data in an analytics tool and therefore does not provide the best data in regards to the total number of audience members reached. The number of user sessions (also known as visits) is the ideal web analytic because a user session (or visit) counts the single user instead of their individual hits while on your site(s).

Additionally, this number should NOT include those who visit your website(s) for general information, web ads, promotional web videos/interviews or social media.

Total Number of Audience Members with disabilities served in accessible facilities: Out of the total number of audience members reached provide the total number of audience members with disabilities that experienced your project in accessible facilities.

Total Number of Audience Members with Disabilities served in special programming: Out of the total number of audience members reached provide the total number of audience members with disabilities served in special programming. Examples of special programming includes but is not limited to audio description, captioning, Sign Language interpretation, large print, braille, etc.

Total Number of Audience Members directly reached through other methods: Out of the total number of audience members reached provide the total number of audience members that were reached through other methods not already mentioned above. List the method(s).

Audience Information

Note that the demographic, constituencies, and artist/tourism information must accurately reflect the specific funded project and cannot be taken from general census/sampling figures. If you do not have an accurate count for the data please attach an additional page to explain why this data was not collected.

Audience Demographics

Provide the total number of audience members served who self-identify as one of the listed races/ethnicities. This should be a count not a percentage of the audience.

Special Constituencies

Answer yes or no if your program served any of the listed constituencies.

Tourist Information

Indicate the number of audience members who are from outside the city (greater than a 50 mile distance).

Section IV: Activity/Project Information)

Attendance Information

List the number of events held in each category AND the number of total attendees for that category. Leave the event category blank if no events occurred in that category

Section V: Artist/Personnel Information

Artist/Personnel Data

List the number of artists/personnel in each category. Please list artists/personnel only once for this data set.

Section VI: Goals, Objectives and Outcomes

Did you meet and/or exceed goals and objectives of this project?

Provide a brief explanation regarding your goals and objectives. Please tell us why or why not your activity or project was successful. What were some lessons learned?

Zip Code Capture

Let us know if you collected the zip codes of your attendees. No further explanation is required. Please see the appendix for examples of methods of zip code collection

Exit Survey/Evaluation Form

Tell us if you offered your attendees an exit survey or evaluation form. No further explanation is required. Please see the appendix for example surveys/evaluation forms.

Section VII: Marketing and Outreach

City Acknowledgement in marketing/publicity materials

Answer yes or no if the city logo and publicity statement were used in all project related publicity materials. If the city was not acknowledged explain why not.

Verbal City Acknowledgement at Project Event(s)

Answer yes or no if the city was acknowledged verbally during your project event(s).

Media Coverage of your Activity/Project

Answer yes or no if your activity/project received media coverage.

Promote Activities on NowPlayingAustin.com

Answer yes or no if your activity/project was posted on NowPlayingAustin.com. If it was not, provide and explanation why it was not posted.

Promotion through Social Media

Answer yes or no if your activity/project was promoted on social media. If so, provide the names of the platforms you used and the target audience. If not, provide an explanation why social media promotion was not used to get the word out about your activity/project.

Outreach to Ethnic or Minority Communities

Answer yes or no if you performed any specific outreach to ethnic or minority communities. If so, describe the outreach and to which communities you reached out to. If not, then no further explanation is required.

Marketing Targeting National or Statewide Audiences

Answer yes or no if you performed any specific outreach to national or statewide audiences. If so, describe how you marketed to those audiences. If not, then no further explanation is required.

Marketing Targeting International Audiences

Answer yes or no if you performed any specific outreach to international audiences. If so, describe how you marketed to those audiences. If not, then no further explanation is required.

Cultural Tourism and Economic Development

Answer yes or not if your project/activity involved Cultural Tourism, partnering with the Austin Convention & Visitors Bureau, other partnerships with other agencies, commissions or organizations or if it involved economic development.

Cultural Tourism – The use of the performing and visual arts, as well as food, festivals, architecture, and other phenomena that contribute to the cultural vitality of a city, in order to attract tourists to a specific city/geographic region.

Economic Development - Progress in an economy, or the qualitative measure of this. Economic development usually refers to the adoption of new technologies, general improvement in living standards and promotes the economic health of a specific area.

Financial Report Requirements

Matching Requirements

Match requirements are set at a 1:1 match (one-half match for Cultural Expansion). Matching funds and in-kind resources must pertain to the contract year and approved project to which they are being applied.

In-Kind Contributions

Up to fifty percent (50%) of the match from documented in-kind donations is permitted in all core programs (except Organizational Support, which requires a 1:1 cash match), but a minimum of fifty percent (50%) of the overall 1:1 match must be cash.

Changes to Programming or Budget

Significant changes in programming or budget (varying 20% of total amount funded) require prior approval from Cultural Contracts staff. This applies to the funding award only (COA column) — not the match (CASH Column) or in - kind (IN-KIND Column) funds;

Funding from more than one Cultural Funding Program

If funded in more than one Cultural Funding program, receipts may not be duplicated between those programs

Completing the Final Report Budget Form

INCOME

Earned Income

Line 1. Provide the total income during the contract period from admissions

Line 2. Provide the total earned income from other sources during the contract period excluding admissions

Line 3. Provide the total of lines 1 and 2.

Unearned Income

Line 4. Provide the total income during the contract period from Private donors, Corporations, and/or Foundations

Line 5. Provide the total income during the contract period from Public Support (Government Grants, not including the funds from the COA grant that you are reporting.)

Line 6. Provide the total income during the contract period from other unearned income sources that do not fall into lines 4, 5 or 6.

Line 7. Provide the total income during the contract period from Applicant Cash

Line 8. Provide the total of lines 4 through 7

Line 9. Enter the amount of your COA award

Line 10. Enter the total of lines 3, 8 and 9

In-Kind Income

Provide a summary list of your in-kind contributions including a brief description of the item(s) and the value of the in-kind contribution.

Line 11. Enter the Total value of all the In-Kind contributions made during the contract period. This total MUST match Line 24 of the In-kind Column.

Total Project Income

Line 12. Enter the total of lines 10 and 11

EXPENSES

COA Column

Line items 13-24 should match the COA Column from your revision budget form.

If there is a 20% change (increase or decrease) from the total award amount in any of the line items from the Revision Budget to the Final Report Budget you must provide a written explanation of the change.

Line 24 of the COA Column should also match Line 9 on the Final Report Budget Form.

CASH Column

The CASH Column may differ from the Revision Document. Line 24 of the CASH Column must be at least half of Line 24 in the COA Column.

IN-KIND Column

The IN-KIND Column may differ from the Revision Document. You are not required to have any IN-KIND expenses. If you do Line 24 of the In-kind Column must match Line 11.

Line 24 of the IN-KIND Column and Line 24 of the CASH Column must at a minimum when combined match the total of Line 24 in the COA Column.

Expenditure Documentation

Expenditure documentation is required for ALL City funds awarded and the minimum matching funds. The total amount of ALL City and minimum matching monies used to fund a project must be properly accounted for.

Expenditure documentation **MUST** be organized and labeled by the Financial Form budget line item name and number. You may use the provided Expense Documentation Form provided by CAD.

Cash payments and In-Kind expense documentation requires the payee's/donor's signature and must reflect the date of service(s), donor name, project for which services were rendered, type of service rendered, hourly rate, and hours donated, total amount of hours, and dollar amount donated.

Check List For CASH Payments and In-Kind Expenditures

- ☐ Line Item Number (see budget form) to which the expense applies
- ☐ Date of the purchase (please highlight)
- ☐ Name of Payee/Donor
- ☐ Items purchased or description of services rendered
- ☐ Total paid (please highlight) or for In-kind, the value of the item
For Invoices – be sure that it is marked paid or it has a zero balance
- ☐ A signature provided from the payee (unless a retail receipt is provided). The signature may be electronic

The Expense Documentation Form **MUST** include the following items:

PAYEE	The name of the Payee
DATE	The date the transaction occurred
CLEARED	Confirm that payment has cleared your bank (may be indicated with “yes”, “y” or the date transaction was cleared.)
FORM OF PAYMENT	Check, EFT, Credit Card, Etc.
CHECK NUM	The check number if expense was paid for by a check
MEMO	A brief description of what the payment was for and how it relates to your project MUST provide at least 25 characters of room in this column for the description
COA	The total amount of the transaction that was paid for using the COA Award
CASH	The total amount of the transaction that was paid for using funds other than what you were awarded by the City.
IN-KIND	The total amount of the transaction that was provided in-kind
TOTAL	The total amount of the transaction

See Page 11 for an example Expense Documentation Form

UNACCEPTABLE DOCUMENTATION

1. Carbon copies of checks written or carbons of checks written
2. Receipts not marked paid in full
3. Invoices that do not show a zero balance
4. Job bids
5. Photocopies of currency
6. Unsigned In-Kind Receipts
7. QuickBooks (or similar software, including Excel) reports for **cash** expenses

Sample Expense Documentation Form

You are required to submit a full itemization of each figure in your final report budget.

The following is a sample of such a budget itemization. NOTE: The numbers used are presented solely as examples of Expense Documentation Form. These numbers are examples and are not to be used as recommendations of proper pay scales/expenses, etc. Larger, more comprehensive projects may opt for a budget narrative more appropriate to the project. Applicants should provide sufficient details for staff to clearly understand all components of the proposed budget.

2014-2015 Cultural Arts Funding Program Final Report Expense Documentation Form									
City of Austin Economic Development Department				Contractor Org Name: 123 ABC Cultural Organization/ Stellar Concerts Group					
Cultural Arts Division				Control Number: 15 PS II 456					
Instructions:				COA Award Amount \$4,400					
1. Please provide your organization name and if fiscally sponsored, both the name of the fiscal sponsor and the name of the sponsored group/individual artist on the line									
2. Please provide your Control Number in the line above. It can be found on your award letter.									
3. Please provide your COA Award Amount in the line above.									
4. This form may be submitted in lieu of all other expense documentation but do note that we may contact you at a later date and request the actual receipts or further documentation for any and all of the expenses listed on this form.									
5. Please make sure that all listed payments fall within the contract period. We will NOT accept any payments that were made after <u>September 30, 2015</u> .									
per line item entries) as to how you arrived at each amount stated for each line item number.									
description of the item(s) purchased or services rendered and how it pertains to your project, and the amount paid (include both cash and in-kind if applicable)									
8. Insert rows as needed. You may delete rows if necessary.									
9. Please note that formulas are already entered for the totals. Be careful not to inadvertently erase them.									
Expenses - Payee	Date	Date Cleared	Form of Payment	Check Num	Memo/ Description	COA	CASH	INKIND	TOTAL
15. Administrative Non Employee									
Project Director	1/1/2014	1/5/2015	check	211	\$15/hr x 40 hrs	\$ 600.00			\$ 600.00
Bookkeeper			inkind		\$15/hr x 35 hrs			\$ 525.00	\$ 525.00
T-Shirt Vendor			inkind		2 @ \$10/hr x 4 hrs			\$ 80.00	\$ 80.00
13. Administrative Employee TOTAL						\$ -	\$ 211.00	\$ -	\$ 211.00
16. Artistic Fees Non Employee									
7 musicians			inkind		x \$100			\$ 700.00	\$ 700.00
7 musicians	2/18/2015	2/23/2015	check	269	x \$300	\$ 2,100.00			\$ 2,100.00
Lighting Designer	2/18/2015	2/23/2015	check	270		\$ 300.00			\$ 300.00
Sound Engineer	2/18/2015	2/23/2015	check	271		\$ 300.00			\$ 300.00
Stage Manager	2/18/2015	2/23/2015	check	272		\$ 300.00			\$ 300.00
5 Stage Hands	2/18/2015	2/23/2015	check	273	5 x \$12.20/hr x 8 hrs	\$ 500.00			\$ 500.00
16. Artistic Non-Employee TOTAL						\$ 3,500.00	\$ -	\$ 700.00	\$ 4,200.00
17. Travel									
Tour Bus Expenses	2/14/2015	2/14/2015	CC				\$ 2,000.00		\$ 2,000.00
Hotel	2/18/2015	2/18/2015	CC		7 x \$150		\$ 1,050.00		\$ 1,050.00
Musician Meals	2/18/2015	2/18/2015	CC		7 x \$50		\$ 350.00		\$ 350.00
17. Travel TOTAL						\$ -	\$ 3,400.00	\$ -	\$ 3,400.00
18. Space Rental									
Hicks Theater			inkind		Rehearsal (in-kind)			\$ 800.00	\$ 800.00
Hicks Theater	2/1/2015	2/7/2015	check	254	Performance		\$ 1,050.00		\$ 1,050.00
18. Space Rental TOTAL						\$ -	\$ 1,050.00	\$ 800.00	\$ 1,850.00
19. Equipment Rental									
Microphones	2/17/2015	2/17/2015	CC			\$ 250.00			\$ 250.00
Lighting			inkind				\$ 750.00		\$ 750.00
19. Equipment Rental TOTAL						\$ 250.00	\$ 750.00	\$ -	\$ 1,000.00
21. Marketing and Promotion									
Newspaper Ads	1/15/2015	1/15/2015	CC		2 x \$180		\$ 360.00		\$ 360.00
	1/15/2015	1/15/2015	CC		1 x \$780		\$ 780.00		\$ 780.00
Posters	1/16/2015	1/16/2015	CC		50 x \$13	\$ 650.00			\$ 650.00
21. Marketing and Promotion TOTAL						\$ 650.00	\$ 1,140.00	\$ -	\$ 1,790.00
23. Other Expenses									
Ticket Agent	2/18/2015	2/23/2015	check	274			\$ 500.00		\$ 500.00
Event Insurance	1/5/2015	1/16/2015	check	212			\$ 760.00		\$ 760.00
Sponsorship Fee							\$ 200.00		\$ 200.00
23. Other Expenses TOTAL						\$ -	\$ 1,460.00	\$ -	\$ 1,460.00
24. TOTAL EXPENSES						\$ 4,400.00	\$ 8,011.00	\$ 1,500.00	\$ 13,911.00

INELIGIBLE ORGANIZATIONS, ACTIVITIES, AND COSTS

The City of Austin will NOT fund, nor allow as a match:

- Programming that is not open and marketed to the general public
- Governmental agencies or public authorities
- Educational institutions, including public or private schools, colleges and/or universities
- Applicants that have a “delinquent” status with the Cultural Arts Funding Programs
- An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods
- Previously completed activities
- Religious and/or sectarian programming or any programming and or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect
- Cash reserves or endowments of any kind, as awarded funds are to be expended within the designated funding period
- Capital expenditures, purchase, repair or renovation of equipment or real property, including construction, renovation or purchase of equipment and/or real property. In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or fabrication of art projects, but not for general construction, reconstruction, landscaping, or other costs that can be considered capital expenditures.
- Private events or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered

The City of Austin will NOT fund, nor allow as a match (continued):

- Applicants whose nonprofit status has been revoked by the Internal Revenue Service
- Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- Projects that benefit a commercial business or activity
- More than one application per eligible program per fiscal year
- Sponsored projects that benefit the Fiscal Sponsor or are an extension of the Fiscal Sponsor’s programs or services
- Fundraising groups and/or “friends of” organizations that exist primarily to support an artistic organization/group
- Foundations with a principle purpose of making grants to unrelated organizations or individuals. Foundations are eligible to serve as Fiscal Sponsors, however
- Activities concurrently receiving funding through other City of Austin Cultural Funding Programs
- Activities concurrently receiving funding through other City of Austin Department Programs

Ineligible Project Costs include (cannot be used as match), but may not be limited to, the following:

- Costs associated with the start-up of a new organization
- Direct project costs incurred more than 60 days prior to the grant starting date
- Fund-raising expenses, including but not limited to entertainment, reception or hospitality functions expenses
- Consultants who are members of an applicant's staff or board
- Payments to students or interns whose employment is tied to class credit
- Cultural Funding Services Agreement (contract) management costs, writing fees, sponsorship fees, or any other contract management fees. They may be used as match, however, if occurring during the Agreement Fiscal Year. +
- Operating costs not associated with the project
- Purchase of gifts, awards, cash prizes, scholarships, contributions or donations
- Food or beverages, unless essential to the project. Contact CAD staff to verify eligibility of any food or beverage expenses +
- Existing deficits, fines, contingencies, penalties, interest or litigation costs
- Internal programs at colleges or universities
- Curriculum development or curricular activities such as creation of textbooks or classroom materials
- Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree

+ Ineligible activities may not be included in the project(s) budget as expenses or match.

Contact Cultural Arts Division Staff for questions or clarifications of eligible project expenditures and match contributions.

Ineligible Project Costs include (cannot be used as match), but may not be limited to, the following (continued):

- Travel of Applicant or Sponsored Individual/Organization's administrative staff. +
Exception: Mileage is allowed at the approved per diem rates when accompanied by a completed City of Austin Cultural Funding Private Vehicle Report. Travel activity must be essential to the project. Travel for research is not an eligible project cost.
- Purchase of Gasoline
- Property Taxes or any other tax with the exception of retail sales or payroll tax
- Audits unless required per cultural funding contract
- Membership fees
- The purchase of computer software/hardware
- In-Kind contributions (including unpaid, volunteer time) from sponsored project individual artists, applicant employees or applicant board members

Event Documentation

Please provide proof that your event(s) occurred and that the Cultural Arts Division Logo and publicity statement were used on all project related marketing materials. Acceptable documentation includes but is not limited to

- Event Posters
- Marketing Materials
- Programs
- Reviews
- Patron Surveys
- DVDs
- CDs
- Photos

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 Division201 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 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**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

2015-2016 Cultural Arts Funding Core Program Final Report Form
Core Programs/Community Initiatives
City of Austin Economic Development Department
Cultural Arts Division

Sponsor/Contractor Name:

Sponsored Project 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.)

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
(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

2015-2016 Cultural Arts Funding Core Program Final Report Form
Core Programs/Community Initiatives
City of Austin Economic Development Department
Cultural Arts Division

Sponsor/Contractor Name:
Sponsored Project 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>		<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. *Please list artists/personnel only once for this data set.*

<u>Artist/Personnel Data</u>	<u>Number</u>
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?

2015-2016 Cultural Arts Funding Core Program Final Report Form
Core Programs/Community Initiatives
City of Austin Economic Development Department
Cultural Arts Division

Sponsor/Contractor Name:
Sponsored Project Name:

SECTION VII. MARKETING AND OUTREACH	
	<u>Yes/No</u>
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:	<u>Yes/No</u>
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.

2015-2016 Cultural Arts Funding Program Final Report Form (Core Programs/Community Initiatives)

City of Austin Economic Development Department

Cultural Arts Division

Earned Income		Expenses	COA	CASH	IN-KIND	TOTAL
1.	Admissions	13. Administrative Employee				
2.	Other	14. Artistic Employee				
3.	Total Earned Income	15. Administrative Non Employee				
		16. Artistic Non Employee				
		17. Travel				
		18. Space Rental				
		19. Equipment Rental				
		20. Supplies and Materials				
		21. Marketing and Promotion				
		22. Production/Exhibit Costs				
		23. Other Expenses				
		24. TOTAL EXPENSES				
Unearned Income						
4.	Total Private Support (Corp., Foundation, Individual)					
5.	Total Public Support (Government Grants)					
6.	Other Earned Income					
7.	Applicant Cash					
8.	Total Unearned Income					
9. TOTAL COA AWARD						
10. TOTAL CASH INCOME						
In-Kind						
A						
B						
C						
D						
E						
11.	Total In-Kind					
12. Total Project Income						

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. Capital Expenses are not allowable as a COA expenditure

Budget Surplus/Deficit Actuals	
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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
Sponsored Project Signature (if applicable)	Sponsored Project Name and Title	Date