



## COMMISSION ON THE ARTS SPECIAL PROJECT GRANT FINAL REPORT

### FINANCIAL ACCOUNTING & EVALUATION REPORT

Name of Project:

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Name of Organization:

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Amount Awarded:

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#### REPORT COMPLETED BY

Name:

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Title or Position:

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Date:

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In the space provided (or on an attached sheet), please give a financial accounting for all funds utilized for this project (including the COTA special project grant and your contribution) and account for the expenditures of all of these funds.

Based on special grant application, describe below and or summarize the actual event:



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### PARTICIPANTS & AUDIENCE

Note the actual **number** of people who contributed to the Activity next to the audience projection as stated in your application. If the request is for operational support, indicate the **number** of persons who contributed to the overall operation. (Note: "Projection" relates to the estimate in the application.) **Do not enter an individual in more than one category.**

	Projected	Actual
Artists:	_____	_____
Volunteers:	_____	_____
Full-Time Staff:	_____	_____
Part-Time Staff:	_____	_____
TOTAL:	_____	_____

Estimate the total number of individuals comprising the audience(s):

Projected: \_\_\_\_\_  
Actual: \_\_\_\_\_

Identify percentages served based on the following age groups:

	Participants		Audience(s)	
	Projected	Actual	Projected	Actual
Children (0-18 years)	%	%	%	%
Adults (19-54)	%	%	%	%
Senior Citizens (55 and over)	%	%	%	%
Total for all Performances (Activities)	100%	100%	100%	100%



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What was the average cost per person to attend an event?

Did the organization provide discounted or free admission to events?

Yes

No

If yes, to whom?

Did the funded program(s)/event(s) take place in locations or facilities that are accessible to individuals with mobility impairments?

Yes

No

If no, how did you make the funded activity available to persons with mobility impairments?

### PROMOTIONS

How did you promote your programming to reach diverse segments of our community?

How successful were in you attracting diverse populations and how did you determine your success?



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### EVALUATION

**What was the most successful outcome of the program and what is an opportunity for improvements?**

### ATTACHMENTS

Attach or mail one file copy of any printed material produced for public distribution that was related to the operation or specific activity. Include such items as press releases, advertising, playbills, and programs.

Attach or mail copies of reviews or outside evaluations relating to the operation or activity for which funding was received.

Submit this report to [COTA@cityofames.org](mailto:COTA@cityofames.org)