

**2015 Arts Alive Project Grant  
Final Report Form**

This report is due no later than 30 days after the completion of your funded project. Consideration for future funding depends upon completion of this form. Please note: along with this form, you must submit any supplemental materials from your project including such items as posters, advertisements, flyers, and programs. (jpegs and mp3 files are acceptable for your support materials)

**Instructions:** Please send a hard copy of this form to ArtsWestchester (Please complete a separate report form for each funded project)

ArtsWestchester  
Attn: Jaclyn Wing  
31 Mamaroneck Avenue  
White Plains, New York 10601

**Please select the type of grant you received**

- Arts Alive Project
- Arts Alive Project w/Fiscal Agent
- Arts Alive Artist

**Organization/Artist Information**

Organization or Artist Name:

Organization Contact:

Street Address

City, State & Zip Code

Telephone (best)

E-mail

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**Fiscal Agent Information**

Organization:

Organization Contact:

Street Address:

City, State & Zip Code

Telephone (best)

E-mail

## PROJECT INFORMATION

1. - Project/Program Title: \_\_\_\_\_
  - Date(s): \_\_\_\_\_
  - Total number of artists participating: \_\_\_\_\_
  - Direct Participants\*: \_\_\_\_\_

\* Individuals directly involved with the project. For example, number of people participating in a workshop.

  - Total number of youths (under 18) benefiting: \_\_\_\_\_
  - Total number of people benefiting: \_\_\_\_\_
2. Was the service provided consistent with the project proposed in the application? If not, please explain.
3. Describe the composition of your audience/participants in terms of gender, ethnicity, age, and geography (where they from within the community or outside).
4. Describe the steps taken to promote the program (i.e. newspapers/ radio/ television/ flyers/ mailings, etc.)
5. Describe how you acknowledged support from ArtsWestchester as funding sources in the printed and electronic materials and publicity
5. Describe how your funded program served local community needs.

6. To what extent have your project goals been achieved? What are the indicators you used to evaluate that you met the goals? If you were to do this project again, what might you do differently? If the project fell short of meeting some goals, describe what you learned and/or what you would do differently.

7. In what way could *Arts Alive Grants* be more helpful to you?

8. Additional comments:

**PLEASE COMPLETE THE BUDGET FORM WHICH FOLLOWS.**

SAMPLE

### 2015 Arts Alive Final Project Budget

Please enter income and expenses for the completed project. It is important to provide details by using the "Description" column. If there are staff costs, indicate positions and percentage of their time; indicate how many tickets were sold, and any other income sources.

Please itemize your income for the proposed project

Type of Income	Description	Amount \$
<b>Earned Income</b>	-----	\$ -----
Admission/Membership		\$
Contracted Services		\$
Tuition/Class Fees		\$
Other Earned income		\$
<b>Total Earned Income</b>		\$
<b>Contributed Income</b>	-----	\$ -----
Fundraising Event(s)		\$
Corporate/Business Support		\$
Foundation Support		\$
Individual Support		\$
Government Support		\$
Other (specify)		\$
<b>Total Contributed Income</b>		\$
<b>Total Income</b>		\$

Please itemize your expenses for the proposed project

Type of Expense	Description	Amount \$
Personnel: Administrative		\$
Personnel: Artistic		\$
Personnel: Technical		\$
Fringe Benefits		\$
Consultant Fees/Artist		\$
Consultant Fees Other (specify)		\$
Materials and Supplies		\$
Space Rental		\$
Equipment Rental		\$
Travel		\$
Marketing/Advertising		\$
Fundraising		\$
Other (specify)		\$
<b>Total Expenses</b>		\$
<b>Arts Alive Grant</b>		\$
<b>Balance</b>		\$

- Total Project Income \_\_\_\_\_
- Total Project Expenses \_\_\_\_\_
- Arts Alive Request (total project income **minus** total project expenses) \_\_\_\_\_

List any in-kind contributions specifically related to the project

Source	Purpose	Amount
		\$
		\$
		\$
<b>Total</b>		\$

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

