

**ArtsWestchester Grant Program**

**2017 Arts Alive Individual Artist Project**

**Final Report Form**

**INSTRUCTIONS:** Please file your report electronically. To do so, save this form to your computer, then simply fill in the gray box for each question, and save again. Once complete, e-mail as an attachment along with any supporting documentation to: Sue Abbott, sabbott@artswestchester.org. The report is due **30 days after your project is complete.**

Consideration for future funding depends upon completion of this form. Complete a separate report form for each funded project.

Contract Period: January 1, 2017 through December 31, 2017.

1. **Applicant Information**

Artist Name:

Address 1:

Address 2:

City:

State:

Zip:

Telephone:

Email:

1. **Project Information**

Project Title:

Artistic Discipline

Amount of Arts Alive grant award: $

Location(s) of Project:

Date(s) of Project:

Total number of artists who participated (including yourself):

Total number of direct participants (Individuals directly involved with the project. For example, number of people participating in a workshop):

Total number of youths (under 18) who benefited from the project:

Total number of people who benefited from the project:

Was the project consistent with the project proposed in the original application? Please explain:

What were your goals for the project and were those goals met? What are the indicators you used to evaluate that you met the goals?

If you were to do this program 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:

Did you reach and engage the audience(s) you intended to reach? Describe the composition of your audience/participants in terms of gender, ethnicity, age, and geography (where they are from within the community):

Describe the steps taken to promote the program (i.e. newspapers/radio/television/flyers/mailings, etc.):

Describe how you acknowledged support from ArtsWestchester and NYSCA's Decentralization program:

Describe how your funded program served local community needs:

In what way(s) could ArtsWestchester and/or Arts Alive Grants be more helpful to you in the future?

Additional Comments:

**BUDGET FORM ON NEXT PAGE**

1. **Budget**

Please enter income and expenses for the completed project. It is important to provide details by using the "description" column, example: how many tickets were sold; other income sources.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EXPENSES** | **AMOUNT** | **DESCRIPTION** |
| 1 |  | $      |  |
| 2 |  | $      |  |
| 3 |  | $      |  |
| 4 |  | $      |  |
| 5 |  | $      |  |
| 6 |  | $      |  |
| 7 | **TOTAL EXPENSES** | $      |  |
| 8 | Grant Amount  | $      |  |
| 9 | **BALANCE**  | $      |  |

Please itemize your expenses for the completed project. (Please note: totals do not auto-fill.) Remember: artist fees are an appropriate expense item.

If your project expense exceeds $2,500, please explain other sources of income as well as any in-kind support you received. Totals do not auto fill.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INCOME** | **AMOUNT** | **DESCRIPTION** |
|  |  |  |  |
| 1 |  | $      |  |
| 2 |  | $      |  |
| 3 |  | $      |  |
| 4 |  | $      |  |
| 5 |  | $      |  |
| 6 |  | $      |  |
| 7 |  | $      |  |
| 8 | **IN KIND INCOME** | **VALUE** |  |
| 9 |  | $      |  |
| 10 |  | $      |  |
| 11 |  | $      |  |
| 12 |  | $      |  |
| 13 |  | $      |  |
| 14 | **TOTAL INCOME**  | $      |  |

Budget Notes - Please list any additional explanation or clarification for the above budget figures.  Was the Arts Alive award sufficient funding with which to complete your project?

How were the Arts Alive grant funds used?

1. **Supplementary Materials**

You must submit supplemental materials from your project including such items as posters, advertisements, flyers, and programs.

Please return your completed Final Report to Sue Abbott at sabbott@artswestcheter.org. Please include support materials as attachments in the email.

Any questions, please contact sabbott@artswestchester.org or 914-428-4220 ext. 304