

evaluation report

2012-2013
slcgov.com/arts

GENERAL SUPPORT ■ PROJECT SUPPORT ■ MINI GRANTS

This Evaluation Report is due within 30 days of project/season completion.

When completed, please mail or hand-deliver this form to: Grants Officer • Salt Lake City Arts Council • 54 Finch Lane • Salt Lake City, UT 84102

Grant Amount Awarded: \$ _____ **Check only one:** *General Support* *Project Support* *Mini Grant*

Applicant/Organization:

Address:

City, State, Zip:

Contact Person:

Daytime Phone:

Address (if different from organization):

Fax Number:

E-mail address:

Alternate Contact:

Daytime Phone:

Project title (if applicable):

Project/Season Beginning Date:

Project/Season Ending Date:

Project Location:

PROJECT NARRATIVE

Description of project/season (please be concise – What did you do? When? Where?):

How did the proposed season/project benefit the community and why did it merit public funding from the Salt Lake City Arts Council?

How did your project/season differ from what you proposed in your application? Did you initiate any new program components during the project/season?

List participating artists and/or organizations (please be specific):

Actual number of artists participating: _____

Number of individuals who benefited from the project (*The total audience, participants, students, etc., excluding employees and/or artists:* _____

This number reflects: Actual count or Estimated count

Describe the publicity strategy you used. Was it successful? To what extent?

Please provide a brief demographic profile of your audience:

If you made an effort to target audiences other than the general public, please describe (e.g. youth-at-risk, seniors, ethnic minorities, persons with disabilities, etc.):

Do you plan to continue this project? Yes No

Please give your honest evaluation of the project. (Things to consider: Should it reach more people? If it is a continuing project, is it still valuable? What are the project's strengths/weaknesses? Does your organization/program have a quality "track record"? Is the administrative management sound? What public feedback did you receive, etc.).

As suggested in the letter accompanying your first 50% payment, were Salt Lake City Council members and the Mayor acknowledged for their support? Yes No (If yes, please attach a copy of your correspondence).

In-Kind Contributions (donated services and materials); do not add this total to the expense section of your budget. Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$100 for volunteer services, how many volunteers were used for how many hours at what rate per hour?

Services Rendered / Materials Contributed	Source	Rate	Dollar Value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total In-Kind Contributions:			\$ _____

PROJECT BUDGET: CASH INCOME

1. **Admissions** Itemize below, description and rate(s). Include revenue from sale of admissions, tickets, subscriptions, memberships, etc.: \$ _____

2. **Contracted Services Income** Itemize below, description and rate(s); examples include workshop fees, contracts for services, performance or residency fees, tuition, etc.: \$ _____

3. **Other Income** Itemize below, source(s) and amount(s). Include revenue derived from catalog sales, advertising space in programs, gift shop income, interest, concessions, etc.: \$ _____

4. **Private Support** Itemize below, corporate, foundation or other private support for project; include source(s) and amount(s): \$ _____

5. **Public Support** Identify agency source and amount(s):
Federal: \$ _____
State: \$ _____
County: \$ _____ \$ _____

6. **Applicant Cash** Funds from accumulated resources or savings: \$ _____

Total Applicant Revenue, items 1 - 6: \$ _____

Fill in the grant amount awarded by Salt Lake City Arts Council:
\$500 \$750 \$1,000 \$1,500 \$2,000 \$2,500 \$3,500 \$5,000 \$6,000 \$6,500 \$7,500 \$10,000 \$ _____

TOTAL PROJECT / SEASON CASH INCOME: \$

PROJECT BUDGET: CASH EXPENSES

1. **Personnel** (Itemize below expenses for employee salaries, wages and benefits):

Administration / Number of Positions: _____ \$ _____
Artists / Number of Positions: _____ \$ _____
Technical Production / Number of Positions: _____ \$ _____ \$ _____

2. **Outside Services** (contracted artists, production, legal, accounting, etc.): \$ _____

3. **Facility Rental and/or Facility-Related Expenses** \$ _____

4. **Publicity and Promotion** \$ _____

5. **Remaining Expenses**

a. Supplies / materials: \$ _____

b. Insurance: \$ _____

c. Administration (postage, phone, photocopying, etc.): \$ _____

d. Other (itemize):

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total **Remaining Expenses** (items a - d): \$ _____

TOTAL PROJECT/SEASON CASH EXPENSES: \$

REPORTED BY

Name: _____ Signature: _____

Title: _____

Date: / / Telephone: _____