Arts Education Project Grant
Report

REPORT COPY

Instructions and deadlines

Please complete the whole grant report form no later than one month after you finish the project. The report due date was submitted in your application.

If a report is not approved, staff will notify you with questions regarding your report.

If you can’t complete a grant project on time, you must email a letter to the Boulder Arts Commission at culturegrants@boulderlibrary.org to ask for an extension before the report due date. Send this email before the report due date with these details:

> explanation for the delay;
> timing for project completion (provide a specific date);
> timing for project’s grant report submission (provide a specific date one month after finishing your project)

Staff will review your extension request email and provide a response. If a report extension is not approved, staff will notify you about how you could revise or add more information.

Failure to follow these procedures will jeopardize your eligibility to apply for future Boulder Arts Commission grant awards. If you have questions, contact information for staff is on the boulderarts.org website, or you may email culturegrants@boulderlibrary.org, or call 720-564-2355.

[Conditional]

Organization grantees

> Date established
> Mission statement*
> Geographic area served *
> Number of employees (Full time)*
> Number of employees (Part time)*

Individual grantees

> Organization affiliation. Awards will be made to the individual whose account is associated with this application, even if an organization is stated. If you are not affiliated with an organization, please state “none.” *

Project information

> Project title (50 character limit) *
> Project outcome. Provide a brief description of the completed project. How successful were
you in achieving your goals for this project? Did you experience any obstacles that kept the project from meeting its objectives? If so, what changes did you make that were successful? If the final outcome(s) of the project differed from your description in your original grant, please give details. (1,250 character limit)* Application reference: Project summary.

> Updated project calendar. If your calendar differed from what you proposed in your application, please tell us how. (1,250 character limit)* Application reference: Project calendar.

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**Project Evaluation**

> How successful were you in addressing the Community Priorities contained in the Cultural Plan? How have you measured success? For reference, below is your response to the community priorities section of the application. (1,250 character limit)* Application reference: Community Priorities.

> Benefit to students. How many unique students benefited from your project and how does that compare to what you projected in your original grant application? Describe at least one anecdote of how a student benefited in a meaningful way from one of your activities. (1,250 character limit)* Application reference: Benefit to students.

> Complementing curriculum and offerings. Were you successful in implementing the curriculum in the classroom? Please explain why. Did you experience any obstacles that kept the program from meeting any of its objectives? If so, what changes did you make and were they successful? (1,250 character limit)* Application reference: Complementing curriculum and offerings.

> Outcomes and evaluation strategy. How did your evaluation strategy work? Did you collect data? What did the data tell you? How successful was this project in benefiting the community? Describe briefly how someone benefited in a meaningful way from your project. If you would like to provide a table or chart regarding the results of your project instead of writing text here, please include in the attachments section. (1,250 character limit)* Application reference: Proposed outcomes and evaluation strategy.

> Takeaways. Please tell us what you learned—the big ideas or breakthroughs for you, your organization, the arts in Boulder, and/or the community. (1,250 character limit)*

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**Budget report and attachments**

Please title the attachments according to the headings listed below. Required attachments are starred (*).

> Financial statement for the project. Please resubmit a copy of your original project budget from the grant proposal and add columns for and information detailing: "Actual income", "Actual expenses", "Variance" (or difference between the two).*

> Evaluation materials. Include here a concise data report with a table or chart showing the results of your project (only if you did not fill in the proposed outcomes and evaluation strategy section).

> Collateral materials. Please provide proof that you've given credit to the Boulder Arts Commission for grant funding (proof could be a mention of grant support with the Commission’s official logo in advertising, schedules, news/media clippings, programs, etc.)*

> Media files. Please submit at least three and up to 10 photographs (jpegs) documenting your
grant project. Include a Word document listing: name of the event, date, and photo credits. Upload any audio or video files onto YouTube or a similarly accessible social media site and submit a document (Word or pdf) with a list of website links.*

Agreement

>  I grant the City of Boulder Office of Arts and Culture, its representatives and employees the right to use these photographs/videos/audios with proper accreditation for any lawful purpose, including for publicity, illustration, advertising, newsletters, publications social media and Web.

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Grant report certification and submission

>  I certify that the information contained in this grant budget report is true and correct to the best of my knowledge.
>  First name
>  Last name
>  Title
>  Date