

Arts Education Project Grant

Report

Instructions and deadlines

1. **Timeframe for reporting.** The grant report is due one month after the project is completed.
2. **Method.** Submit the report through the online system access through the boulderarts.org website. Log in with the same user name and password utilized to submit the application. After logging in, go to the 'Dashboard', then you'll see a 'Follow Up' section for the grant. On the far right is the 'Edit' button. That will take you to complete the final report.
3. **Extension requests for reporting.** If circumstances delay the Grantee's ability to complete the project and/or the report, the Grantee must notify the Boulder Arts Commission before the original report deadline by submitting an email addressed to the Boulder Arts Commission at culturegrants@boulderlibrary.org with the following information:
 - a. an update on the project status,
 - b. a request to change the project completion date, and
 - c. new report due date.
4. **Responsibility.** The Grantee is responsible for submitting a report by the due date. The Boulder Arts Commission recommends reviewing the online report form well in advance. There is no grace period for the report.
5. **Consequence of Delinquent Report.** Unless an extension request is approved by the Boulder Arts Commission in advance of the due date, all individuals or organizations / businesses attached as collaborators on the project will no longer be eligible to apply for Boulder Arts Commission grants until the delinquent report has been received.

Applicant information

- > Project title (50 character limit) *

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.
- > 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 9 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.*

- > Attach a one-page summary responding to these questions about your project. If you would like to review your responses on the application, click on the Application tab under your contact information at the top of the Follow Up page.*
 - 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.
 - Updated project calendar. If your calendar differed from what you proposed in your application, please tell us how.
 - 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.
 - 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?
 - 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.
 - Takeaways. Please tell us what you learned—the big ideas or breakthroughs for you, your organization, the arts in Boulder, and/or the community.

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.

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.
- > I certify our use of the Boulder Arts Commission credit line and/or logo in project advertising, signage and programs.
- > First name
- > Last name
- > Title
- > Date