



evaluation report

2006-2007 CITY ARTS GRANTS

When completed, please mail 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 (*i.e., artists directly involved in providing art or artistic services specifically identified with the project*): _____

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

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

Do you expect additional sources of funding other than those currently listed in the Budget Section (next page)? Yes No
If so, please list:

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

3. **Other Revenue** 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. **Government 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 \$5,000 \$6,000 \$6,500 \$7,500 \$ _____

TOTAL PROJECT / SEASON CASH INCOME: \$

PROJECT BUDGET: CASH EXPENSE

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

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

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

3. **Facility Rental:** \$ _____

4. **Publicity and Advertising:** \$ _____

5. **Remaining Expenses:**

a. Supplies / materials: \$ _____

b. Insurance: \$ _____

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

d. Other (itemize): _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ \$ _____

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

TOTAL PROJECT/SEASON CASH EXPENSES: \$

REPORTED BY

Name:

Signature:

Title:

Date: / /

Telephone: