

**Cambridge Arts Council
Final Report Form**

Instructions: To receive your final payment, complete this report along with the accompanying budget form, and submit them within 30 days of completion of your project. Remember to include documentation of any major project-related expenses by providing copies of checks and/or receipts. **Please type.**

Date _____

Grantee Name _____

Contact Person _____

Project Title: _____

Project Dates: _____

Project Location(s): _____

Audience/Participants:

Please provide the number of participants in each group. If the project involved a core group of participants as well as an audience, please fill out separate numbers for each.

	Participants	Audience Members (estimated)
African American	_____	_____
Asian American	_____	_____
Latin American	_____	_____
Native American	_____	_____
European American	_____	_____
Multiracial	_____	_____
Total	_____	_____
People with Disabilities	_____	_____

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FINAL PROJECT EVALUATION

Give a brief evaluation of your project using the questions below. Suggestions for improvement are especially welcome. Feel free to attach additional pages.

1. What was the project goal and how did you meet it?

2. List the strengths and weaknesses of the project's design or execution:

STRENGTHS

WEAKNESSES

A)

B)

C)

3. What type of publicity/marketing did you do for your project? Check off below and attach samples.

Press release

Calls to reporters

Flyers

Direct Mail

Paid advertising. (In which publications?) _____

Other: _____

4. How do you measure the success of your project? Please list methods used (e.g. evaluation form, survey, observation, video documentation, etc.) and include samples if applicable.

A)

B)

C)

**Cambridge Arts Council
Grant Program
Final Budget Form**

Instructions: Please complete this form and return **with receipts** for major project-related expenses and your completed Final Report from.

PROJECT EXPENSES

A. SALARIES/FEES \$ _____

B. SPACE RENTAL \$ _____

C. MARKETING \$ _____

D. REMAINING PROJECT EXPENSES

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

TOTAL EXPENSES \$ _____

PROJECT INCOME

A. EARNED INCOME \$ _____

B. CORPORATE/BUSINESS \$ _____

C. CAC GRANT \$ _____

D. APPLICANT CASH \$ _____

TOTAL INCOME \$ _____