



Final Accounting & Evaluation Report

This report is due by July 14, 2017.

Organization Name: _____

Project Title: _____

Amount of Awarded: _____

Report Completed by:

Name: _____

Title or Position: _____

Date: _____

In the space provided (or on an attached sheet), please give a financial accounting for all funds utilized for this project (including the COTA special project grant and your contribution) and account for the expenditures of all of these funds.

Based on special grant application, describe below and or summarize the actual event:

Participants & Audience

Note the actual **number** of people who contributed to the Activity next to the audience projection as stated in your application. If the request is for operational support, indicate the **number** of persons who contributed to the overall operation. (Note: “Projection” relates to the estimate in the application.) **Do not enter an individual in more than one category.**

	Projected:	Actual:
Artists:	_____	_____
Volunteers:	_____	_____
Full-Time Staff:	_____	_____
Part-Time Staff:	_____	_____
TOTAL:	_____	_____

Estimate the total number of individuals comprising the audience(s):

Projected: _____

Actual: _____

Identify percentages served based on the following age groups:

	Participants		Audience(s)	
	Projected	Actual	Projected	Actual
Children (0-12 years)	%	%	%	%
Secondary School Age (13-18)	%	%	%	%
General Adults (19-54)	%	%	%	%
Senior Citizens (55 and over)	%	%	%	%
Total for all Performances (Activities)	100%	100%	100%	100%

What was the average cost per person to attend an event? _____

Did the organization provide discounted or free admission to events?

Yes

No

Yes. If yes, to whom?

Did funded program(s)/ event(s) take place in locations or facilities that are accessible to the disabled?

Yes

No

If no, how did you make the funded activity available to persons with disabilities?

Promotions

How did you promote your programming to reach diverse segments of our community?

How successful were you in attracting diverse populations?

Explain how you have determined your success attracting diverse populations.

Evaluation

Explain how your funded activity furthered the arts in Ames (e.g. what feedback did you receive from both participants in the funded activity, and audience members, if applicable)? Include any informal comments received from participants or audience members regarding the funded activity (if applicable).

Attachments

Attach or mail one file copy of any printed material produced for public distribution that was related to the operation or specific activity. Include such items as press releases, advertising, playbills, and programs.

Attach or mail copies of reviews or outside evaluations relating to the operation or activity for which funding was received.

Submit this report to COTA@city.ames.ia.us