COMMISSION ON THE ARTS
Annual Grant Final Report

Please see COTA calendar for applicable due date. Turn in one copy of this report (including supporting documentation). Email a PDF of the report to COTA@cityofames.org or send copies to COTA, City Manager's Office, Box 811, Ames, IA, 50010. If you have questions, call the City Manager's office at 515-239-5101.

Name of Organization: _____

Contract Year: _____

Amount Received from COTA: _____

Briefly describe how the funding was used:

This report covers (check one): ☐ **Operational Support** ☐ **Activity Support**

Name of Person Filing this Form: _____

Position in Organization: _____

Date of Submission: _____

I. BUDGET	As Stated in COTA Application	Actual
A. Revenues:		
Donations		
Memberships		
Program Fees		
Tickets		
COTA		
Other Grants (Specify)		
Other Revenue (Specify)		
Total Revenues		

B. Expenses:		
Salaries and Benefits		
Honoraria		
Occupancy/Rent/Utilities/Maintenance		
Marketing		
Fees & Services		
Other Expenses (_____)		
Total Expenses		
Net Cash to (from) Reserves		
Explain Cause of Cash to (from) Reserves (if any)		

II. BENEFIT TO AMES	**As Stated in COTA Application**	**Actual**
A. Participants (Total number of people)		
Artists		
Volunteers		
Full-time Staff (1FTE per person)		
Part-time Staff (FTEs)		
A-1. Of the above, estimate the percentages falling into each of the following age groups		
Children (0-18 yrs)	%	%
Adults (19-54 yrs)	%	%
Seniors (55 yrs and over)	%	%
Note: Total should equal 100%		
B. Audience (percentages of total audience)		
Children (0-18 yrs)	%	%
Adults (19-54 yrs)	%	%
Seniors (55 yrs and over)	%	%
Note: Total should equal 100%		

C. How did you promote your programming and how well did you reach your target audience?

In what ways can you expand your audience in the future?

D. Please submit any printed material related to the operation/specific activity that was produced for public distribution. Include such items as public relations releases, advertising, playbills and programs.

E. Include copies of any reviews or outside evaluations relating to the operation/specific activity for which funding was received.

F. Please provide a short evaluation of the success of the operation/specific activity.