

# City of Corpus Christi Arts Grant Program Completion Report

Complete a separate report for each project.

**\*\*Enter Organization Name on bottom of EACH page**

**Grant Year:2010**

**Completion Report deadline, with all required attachments, is January 31<sup>st</sup> for all projects funded during the previous grant cycle. Funding will not be awarded for the upcoming funding cycle if previous year's completion report(s) in entirety were not received by Jan. 31 deadline.**

**Part A**

Organization's Official IRS Name:	Business Telephone
Mailing Address <span style="float: right;">City                      Zip</span>	Business Email address:
Contact person completing report; knowledgeable about the project(s) <span style="float: right;">Title</span>	*Daytime Telephone Contact
Authorized Individual ~ Print Name	Authorized Individual's Initials

**Part B Refer to instructions and enter the information in the blanks. Every blank must be filled in.**

**1. Project information** Using instruction pages, choose the discipline which best describes the project for which you were funded and enter the number.

\_\_\_\_\_ Discipline

**2. Geographic/ Audience information** Select below for answer to **Audience Served**

**R**-rural area-(less than 10,000), **S**-suburban area, **U**-urban

**A** = all of above \_\_\_\_\_

**a- Audience Served** \_\_\_\_\_

Using instruction pages, choose the best categories which best described your audience.

**b- Audience Characteristics**    \_\_\_    \_\_\_    \_\_\_    \_\_\_    \_\_\_

**3. Actual Attendance numbers (excluding participants)**

**a** -total audience attendance \_\_\_\_\_

**b**-total out-of-town attendees \_\_\_\_\_

**c**-total out-of-country attendees \_\_\_\_\_

Describe the method(s) used to track out-of-town attendees (attendees that reside outside the the City of Corpus Christi that would likely have caused increased hotel and convention activity and tourism for the City of Corpus Christi by attending your project; guest artists are not considered tourists ): Be *VERY* specific and detailed.

**4. List the approximate percentage of the race / ethnic make-up served by this project:**

American Indian _____ %	Asian / Pacific _____ %
African American _____ %	Hispanic _____ %
White _____ %	<b>*TOTAL</b> _____ %

**Organization name:** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Part C Personnel/Program Information**

Provide the actual number of individuals who participated in the project in the following spaces:

1. Artists who received a fee \_\_\_\_\_
2. Artists who volunteered time or work \_\_\_\_\_
3. Non-Artist volunteers \_\_\_\_\_
4. Full-time personnel \_\_\_\_\_
5. Part-time personnel \_\_\_\_\_

**Part D Project Summary**

**1. Description of Project.** Were stated objectives on the application form for this project met.  
(Be very specific and refer to the objectives you listed in your project application)

**2. Marketing Component of Project.** Provide copies or samples of **all** checked items below. (Provide a printed copy of your organizations website page, which demonstrates ACC logo or acknowledgement).

- |                        |               |                      |
|------------------------|---------------|----------------------|
| Organization's Website | CCCVB Website | Newspaper Ads        |
| Newsletters            | Magazines     | Post Cards           |
| Press Releases         | Banners       | Brochures            |
| TV Ad                  | Posters       | Billboard            |
| Radio                  | Email         | Other _____(specify) |

**3. Describe the outreach and marketing strategy for ethnic communities or special constituencies** Provide copies or samples of **all** checked items:

- |                     |             |                 |                      |
|---------------------|-------------|-----------------|----------------------|
| News/Press Releases | Invitations | Project Program | Other _____(specify) |
|---------------------|-------------|-----------------|----------------------|

**4. Additional comments about your project.** Feel free to attach additional pages.

Organization name: \_\_\_\_\_

Project Name \_\_\_\_\_

**Part E-1 ACTUAL PROJECT REVENUES/CASH RESOURCES (Rounded to the nearest Dollar)**

REVENUES	CASH	CITY (Subgrant)	IN-KIND	PROJECT TOTAL
<b>Actual Earned Income</b>				
a. <u>Actual Ticket Sales</u> (This Project Only)	\$ _____	\$ _____	\$ _____	
b. <u>Workshop Fees/Tuitions</u>	\$ _____	\$ _____	\$ _____	
c. <u>Fundraising</u>	\$ _____	\$ _____	\$ _____	
<u>Gift/Souvenir Sales</u>	\$ _____	\$ _____	\$ _____	
<u>Audition &amp; Entrant Fees</u>	\$ _____	\$ _____	\$ _____	
<u>Memberships</u>	\$ _____	\$ _____	\$ _____	
d. <b>All Other Earned Income (Specify):</b>	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	
<b>Unearned Income</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
a. <b>Government Grants (Specify)</b>				
<u>City Subgrant</u>		\$ _____		
_____	\$ _____	\$ _____	\$ _____	
b. <b>Foundation Grants (Specify)</b>	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <b>Other Unearned Inc. (Circle/Specify)</b>				
<u>Contributions/ Sponsors/ Donations</u>	\$ _____	\$ _____	\$ _____	
<u>Memberships</u>	\$ _____	\$ _____	\$ _____	
<u>Other:</u> _____	\$ _____	\$ _____	\$ _____	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>1. TOTAL REVENUES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The figure in the lower right corner represents the total Revenues/Cash Resources associated with this project. Please note that *in-kind* resources may not exceed 25% of this total.

Organizational Name: \_\_\_\_\_ Project Name \_\_\_\_\_

**Part F - 1 ACTUAL PROJECT EXPENDITURES (Round to the nearest dollar)**

<u>EXPENDITURES</u>	<u>CASH</u>	<u>CITY</u> (How did you spend the grant? )	<u>IN-KIND</u> (Goods/services)	<u>PROJECT TOTALS</u>
<b>a. Administration:</b>				
<u>Allowable Staff Salaries</u> (This project only)	\$ _____	xxxxxxx	\$ _____	
<u>Professional Fees:</u>	\$ _____	\$ _____	\$ _____	
Other: _____	\$ _____	\$ _____	\$ _____	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>b. Travel Expenses:</b>				
<u>Lodging</u>	\$ _____	\$ _____	\$ _____	
Other: _____	\$ _____	\$ _____	\$ _____	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>c. Other Expenses</b>				
<u>Equipment Rental</u>	\$ _____	\$ _____	\$ _____	
<u>Exhibition</u>	\$ _____	\$ _____	\$ _____	
<u>Facility Rental(s)</u>	\$ _____	\$ _____	\$ _____	
<u>Insurance</u>	\$ _____	\$ _____	\$ _____	
Other: _____	\$ _____	\$ _____	\$ _____	
<u>Promotion/Advertising</u>	\$ _____	\$ _____	\$ _____	
<u>Printing</u>	\$ _____	\$ _____	\$ _____	
<u>Shipping</u>	\$ _____	\$ _____	\$ _____	
<u>Supplies</u>	\$ _____	\$ _____	\$ _____	
Sub-totals -----	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL EXPENDITURES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The figure in the lower right corner represents the total Expenditures associated with this project

**CREATE A SPREADSHEET FOR ALL EXPENDITURES TO CLARIFY EACH SECTION OF YOUR PROJECT EXPENDITURES.**

**PROVIDE COPIES OF ALL RECEIPTS FOR EXPENDITURES LISTED *and* LABEL EACH RECEIPT.**

Organizational Name: \_\_\_\_\_

Project Name \_\_\_\_\_