

**FY2016**

# **Public Art Community Projects Final Report Instructions**

The purpose of the **Public Art Community Projects Program Final Report** is to:

**Verify Expenditures** - All state funds MUST be properly expended within the grant period in accordance with the program guidelines and approved project budget.

**Document Successes and Challenges** encountered while carrying out the awarded plan.

**Report on Public Art Goals and Outcomes** as outlined in the application.

**Serve as a Resource** for grantees to use in subsequent project design and partnership development.

**IMPORTANT NOTE:** “Positive” evaluation results are not better than “less-than-positive” evaluation results. How each grantee uses the evaluation results to improve performance is vital.

Grantees will receive access to the **FY2016 Public Art Community Projects Final Report** soon after receiving the award notice. The outline on the following pages is provided as a guide and documents the information that will be collected as part of the FY16 Public Art Community Projects Final Report. *NOTE: minor adjustments may be made prior to the final release of the final report.*

## General Information

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1. Confirm the COA grant program for which you are submitting a final report.
2. Grant Number (found on Page 1 of grant contract)
3. Grant Amount Received
4. Name of Grantee
5. Contact Information
  - Contact Person      • Telephone      • Mailing Address      • Website (if available)
  - Title                  • Email              • City, State, Zip

## Project Information

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6. Project Start and End Date
  
7. Audience Data / Individuals Benefiting: Count or estimate the number of individuals who were directly involved in the project as staff, non-artist participants or audience members. Provide best approximation of numbers to all that apply. Leave blank if numbers are unknown.
  - Number of individuals ages 65 years and over      • Number of children and youth
  - Number of individuals ages 36-64                      • Overall total of individuals benefiting
  - Number of individuals ages 18-35
  
8. Artists:
  - Identify Connecticut artist(s) engaged in significant project planning and implementation roles. Provide the name and address for each artist.
  - Enter the total number of artists directly involved in providing art or artistic services.
  - Enter the total number of artists who received financial compensation for their services.
  - Enter amount of COA award expended to compensate artist(s).
  
9. Local Economy:
  - Enter the total amount of financial compensation paid to Connecticut businesses for project services.
  - Enter amount of COA award expended to compensate the local economy
  
10. Describe your project by selecting applicable checkboxes provided in the final report. *(check all that apply)*

<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Open to the general public	<input type="checkbox"/> Age-Specific
<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Restricted to a particular population	<input type="checkbox"/> Inter-Generational
<input type="checkbox"/> Folk/Traditional Arts	<input type="checkbox"/> One Time Event	<input type="checkbox"/> Culturally Specific
<input type="checkbox"/> Literary Arts	<input type="checkbox"/> Educational (in the classroom)	<input type="checkbox"/> Multi-Cultural
<input type="checkbox"/> Multi-Disciplinary	<input type="checkbox"/> Educational (in the community)	<input type="checkbox"/> Indoor
<input type="checkbox"/> Social Practice Arts	<input type="checkbox"/> Heritage / Historical	<input type="checkbox"/> Outdoor
<input type="checkbox"/> Admission Fee	<input type="checkbox"/> Community Development	<input type="checkbox"/> Urban Location(s)
<input type="checkbox"/> Free Admission	<input type="checkbox"/> Business / Economic	<input type="checkbox"/> Rural Location(s)
<input type="checkbox"/> Donations Accepted	<input type="checkbox"/> Cross-Sector Collaborations	<input type="checkbox"/> Suburban Location(s)
  
11. Accessibility: Describe how you made your funded activities accessible to those with disabilities.
  
12. Categorize the community served by selecting applicable checkboxes. *(check all that apply)*

<input type="checkbox"/> General Public	<input type="checkbox"/> Hospital	<input type="checkbox"/> Pre-School or Child Care Center
<input type="checkbox"/> Municipality	<input type="checkbox"/> Downtown District	<input type="checkbox"/> Public and/or Private School
<input type="checkbox"/> College or University	<input type="checkbox"/> Local Businesses	<input type="checkbox"/> Community or Youth Center
<input type="checkbox"/> Arts Organization	<input type="checkbox"/> Senior Center	<input type="checkbox"/> Social Services Organization
<input type="checkbox"/> Non-Arts Organization	<input type="checkbox"/> Library	<input type="checkbox"/> Mass Transit/Transportation
<input type="checkbox"/> Local Artists	<input type="checkbox"/> Pedestrians/Cyclists	<input type="checkbox"/> Parks/Green Spaces/Forests

## Project Evaluation

Complete the following project evaluation statements using the six (6) point scale.

### 13. Project Management:

Evaluate project management performance.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
We experienced challenges carrying out the project and were able to overcome those challenges.	0	0	0	0	0	0
The project was modified as a result of community input and/or unexpected challenges.	0	0	0	0	0	0
We consistently met our deadlines and kept the project on track.	0	0	0	0	0	0
Provide a brief narrative to clarify responses. (up to 125 word count)						

### 14. Artistic Quality:

Evaluate the artistic quality of your project.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
The public artwork was relevant to the community.	0	0	0	0	0	0
The artist(s) engaged were appropriately aligned with the project and the community served.	0	0	0	0	0	0
We were satisfied with the quality of the work.	0	0	0	0	0	0
Provide a brief narrative to clarify responses above. (up to 125 word count)						

### 15. Project Benefit:

Evaluate project benefits.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
We gained new (or expanded) knowledge about the community our project served.	0	0	0	0	0	0
The project helped us to expand our audience and to build a stronger voice within the community served.	0	0	0	0	0	0
The community served by the project has an increased awareness of public art projects.	0	0	0	0	0	0
Provide a brief narrative to clarify your responses. (up to 125 word count)						

### 16. Partnership:

Evaluate the success of your partnership.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
Our partners clearly understood the project goals and their responsibilities.	0	0	0	0	0	0
Effective communication was consistent throughout the project.	0	0	0	0	0	0
We engaged partners who were dedicated and appropriate for the success of the project.	0	0	0	0	0	0
Provide a brief narrative to clarify your responses. (up to 125 word count)						

## Measuring Outcomes

Grantees must report on each major activity identified in the application.

	Proposed	Revised
<b>Activity</b>	Identify a PROPOSED major project <b>Activity</b> from your application. <i>(narrative – up to 30 word count)</i> Did this activity change during implementation of your project? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, enter the REVISED major project <b>Activity</b> conducted during project implementation <i>(narrative – up to 30 word count)</i>
<b>Goal &amp; Outcome</b>	Select the <b>Public Art Goal</b> from the drop down menu Select the <b>Public Art Outcome</b> served from the drop down menu in relation to the goal identified above.	
<b>Indicators</b>	Identify the PROPOSED <b>Indicators</b> identified in your application in relation to your proposed activity <i>(narrative – up to 25 word count)</i> Did this activity change during implementation of your project? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, enter the REVISED <b>Indicators</b> observed during project implementation <i>(narrative – up to 50 word count)</i>
<b>Evidence</b>	What evidence did you collect in relation to your proposed activity? <i>(narrative – up to 200 word count)</i> Then answer the following (as applicable to your activity). <i>(narrative - up to 300 word count)</i> <ul style="list-style-type: none"> <li>Based on the evidence reported, assess how the project activity contributed to achieving the Public Art Goal and Outcome you identified.</li> <li>What was the impact on the community, are they better off because of this project activity?</li> <li>Did the participants (project artists, partners, etc) benefit from this project activity?</li> <li>How does the evidence inform current / future projects? List specific changes or adjustments, if any, that you intend to carry out regarding future programs, partnerships, project planning, funding strategies, etc.</li> <li>Were there any surprises – positive or negative? Explain:</li> </ul>	

## Credit & Publicity

Credit and Publicity: Explain how DECD/COA was credited for its support.

Provide quotes, photos, videos, or other project documentation that best exemplify your project’s successes. Applicants may upload supporting images, videos or audio files.

## Financial Report

Budget Narrative: Clarify budget entries and/or any changes greater than +/- 20% to the project’s actual income and expenses as compared to the proposed budget submitted with your original application.

## Certification

Certification: The Submitter certifies that the information contained in this report and all its attachments are true and correct to the best of his/her knowledge and that all expenditures were incurred solely for the purpose of the grant.