

CITY OF HUNTSVILLE

HUNTSVILLE ARTS COMMISSION

1428 Eleventh Street Huntsville, TX 77340-4608

936-291-5424 FAX 936-436-1363

PROJECT EVALUATION FORM

Submit within forty five (45) days of the conclusion of your arts project, but no later than August 31.

Six (6) labeled digitized photos are required.

PLEASE TYPE or NEATLY PRINT DIRECTLY ONTO THIS FORM

<p>I. Applicant Organization: (full legal name & mailing address)</p>	<p>FOR STAFF USE: Fiscal Year Funded: _____ \$ Date Received: Program: Project #: Completed:</p>
<p>II. Project Title:</p> <p>III. Submitted by: Email: _____ Phone: () _____ - work Phone: () _____ - home Date: Signature:</p>	<p>IV. Project Dates (m/d/y): Starting: _____ Ending: _____</p> <p>V. Facility:</p>
<p>VI. Number of years this program has been in existence:</p>	<p>VII. Number of years program funded by Huntsville Arts Commission:</p>

VIII. A. Summary of project. Were the objectives met, as stated on the application form for this project?

B. Describe marketing activities, any specific publicity designed to attract tourists (please include specifics, including any records of numbers of persons who spent the night in local hotels,) and outreach to ethnic communities or special constituencies. Attach copies, showing the required credit line. (example: news releases, invitations, schedules, press reviews, etc., and documentation of visitor stays.)

C. Describe board, staff or other evaluation methods. (Include audience surveys, independent evaluation reports, etc.)

D. What provisions were made for disabled persons? Please check all that apply. TDD Hearing devises
 Physical access Special notices Parking Other

E. Program Evaluation - consider objectives, future plans, ways of improvement, favorite anecdote; tell how this project benefits cultural tourism, and how it can foster development of community.

IX. Total number benefitting from this project (Total Audience, Participants and Working Personnel)					
	<u>Local</u>	<u>Out-of-town</u>		<u>Paid Persons</u>	<u>Volunteers</u>
A. Audience total:	_____	_____	C. Personnel	_____	_____
			<u>Full Time</u>	_____	_____
			<u>Part Time</u>	_____	_____
B. Participants total:	_____	_____	Number of Artists	_____	_____
			Technicians	_____	_____
ETHNIC DETAIL			Administrators	_____	_____
	Audience	Participants	Other	_____	_____
N-American Indian	_____ %	_____ %	Total number of personnel:	_____	_____
A-Asian/Pacific Islander	_____ %	_____ %	Total number of paid hours:	_____	_____
AA-African American/Black	_____ %	_____ %	Total # of volunteer hours:	_____	_____
H-Hispanic/Latin	_____ %	_____ %			
White	_____ %	_____ %	Grand Total Hours:	_____	_____
TOTAL PERCENT	<u>100</u> %	<u>100</u> %			

X. ACTIVITY INFORMATION: List the number of events held in each category.					
Commissions (original works)	_____	Conferences	_____	Exhibits	_____
				Festivals	_____
Lectures/Demonstrations	_____	Master Classes	_____	Performances	_____
				Productions	_____
Publications	_____	Seminars-Workshops	_____	Other	_____

NOTE: Please do not attach receipts; however, accurate financial records must be maintained by receipts, ticket sale, records, canceled checks, etc. The HAC, City, or its authorized representative may call for a complete breakdown of actual project expenditures, cash resources, and in-kind services and shall have access to the financial records of each project.

XI. FINANCIAL INFORMATION (ROUND TO NEAREST FIVE DOLLARS). (ADD ALL COLUMNS AND ROWS.)				
A. EXPENDITURES	PAID FROM CITY FUNDS (A)	PAID FROM OTHER SOURCES-CASH (B)	VALUE (\$) OF IN-KIND SERVICES (C)	TOTAL OF A, B, & C = (D)
1. Personnel - Administrative				
Artistic				
Technical				
Other				
2. Outside professional services:				
Administrative				
Artistic				

Technical					
Other					
3. Space Rental	//////////				
4. Equipment Rental					
5. Travel/Transportation					
6. Promotion/Printing					
7. Costumes/Royalties					
8. Other (supplies, postage, etc.)					
9. TOTAL	A	\$	+B	\$	+C
					=D
10. TOTAL CASH EXPENDITURES	A	\$	+B	\$	= \$
B. SOURCE OF FUNDS					
1. Huntsville Arts Commission					\$
2. Applicant Organization's Funds					
3. Other Project Income: a. Admission charges					
b. Registration fees					
c. Contributions from other organizations or individuals					
d. Grants (Texas Commission on the Arts, etc.)					
e. Other					
4. TOTAL Funds					\$
Total Funds (total of B1, 2, and 3)					\$
Total In-Kind (should equal total of Column C on XI.)					\$
Total Project Resources (total of Funds & In-Kind; should equal total in Column D of XI. A)					\$

Remember: Minimum of six (6) digitized photos - are required

