

This is your guide for completing the final report for the grant you received from the Alberta Foundation for the Arts through the Artists & Education Program. Final reporting is very important for the AFA - it not only provides information to assure accountability in the spending of public dollars but also presents information that is helpful in demonstrating the impact of the arts and AFA funding in communities across the province.

As a condition of this grant you must complete all sections of the reporting package as outlined below - except for areas that are marked optional.

Information from this reporting package will be used in government publications, promotional materials (including print and electronic) and be provided to interested members of the arts community or public.

All information made public will comply with regulations outlined in the Freedom of Information & Protection of Privacy legislation (FOIP).

This reporting package must be received by the Arts Branch no later than 60 days after your project's declared completion date.

Please submit **two (2)** copies of this report to:

Loreen Anderson  
Grants Administrator  
Alberta Community Development  
10708 - 105 Ave, Edmonton, AB T5H 2X2

If you have questions about completing this report, contact:

Loreen Anderson  
Alberta Community Development  
Phone: 780.415.0300 (toll free by dialling 310.0000 first)  
E-mail: [loreen.anderson@gov.ab.ca](mailto:loreen.anderson@gov.ab.ca)

## 1. GENERAL INFORMATION

**Name of School** - What is the name of the school where the project took place?

**Name of Artist(s)/Arts Group(s)** - Who provided the arts component of the project?

**Community Location** - In what community is the school located?

**Contact Information** - Who can we contact if we would like additional information for stories written about this project? Please include your full name and address including postal code.

## 2. FINANCIAL INFORMATION

**Total Cost of Project** - What was the total cost of the project?

**Amount of AFA Grant** - How much did you receive from the AFA?

**School Contributions** - How much did your school contribute towards the project?

**Other Financial Contributions (please specify)** - Did you receive other financial contributions? How much and where were these from (e.g. Home & School Association/Parent Council)?

**Donations** - Please include amounts, sources and materials donated for the project.

## 3. PROJECT INFORMATION

**Residency Overview** - Please provide a brief description (maximum 50 words) of your project. What was its purpose? What were the benefits of the project? What was learned? This description may be used by the Alberta Foundation for the Arts to describe the kinds of projects funded through the Artists & Education Program.

**Length of Residency**

**Enhancement of the Curriculum** - Please describe how the arts were used to enhance the curriculum in your Artists & Education project. What did your students gain from this experience? How was it beneficial in your classroom?

**4. STUDENT, VOLUNTEER & COMMUNITY INVOLVEMENT**

**Number of students involved** - How many students participated in activities associated with your project?

**Volunteer involvement** - How many volunteers were involved in your project?

**Number of volunteer hours** - If volunteers were involved, provide an estimate of the total volunteer hours committed to your project.

**Description of volunteer involvement** - If volunteers were involved, please describe how volunteers were involved in your project. What role did volunteers play? What support was provided by volunteers?

**Community member involvement** - How many community members *from outside of the school* were involved in your project? (For example, as audience members - do not include the volunteers reported above)

**Description of community member involvement** - If community members were involved, please describe how - audience members, participated in an adult component of the project, etc.

## 5. PROJECT OUTCOMES

**Successes / High Points** - What were the high points? Is there a specific "success story" from your project? Please describe the nature of your success story. E.g. wide-spread community support, parental involvement, etc.

**Testimonials** (*optional*) - Please feel free to attach any positive or supportive comments from students, volunteers or community members. If an individual is to be identified as the source of the testimonial, please have him/her complete and sign the attached release form. Include one (1) copy with your reporting package - a parent will need to sign the release for youth and children under the age of 18. Personal names or other identifying factors will not be mentioned in any public reporting of this information.

**Photos** (*optional*) - Please feel free to attach event photos to this report. If individuals are identifiable in the photos, please have each person complete and sign the attached release form. Include one (1) copy with your reporting package - a parent will need to sign the release for youth and children under the age of 18. Personal names or other identifying factors will not be included in any public presentation of these photos.

## 6. SATISFACTION

What is your overall level of satisfaction with the Artists & Education Program?

1     2     3     4     5      1 = Completely satisfied      5 = Not satisfied at all

What do you like about the Artists & Education Program? What works well for you?

What improvements would you like to see in the Artists & Education Program?

Do you have any other comments about the Artists & Education Program? Your partner Artist(s)?

Don't forget to **attach programs, publicity or promotional material** that acknowledges the Alberta Foundation for the Arts' support of your project.

**THANK YOU** for completing this reporting package. Your information is appreciated and will be useful in spreading the word about the value and importance of the arts in Alberta!