

# **Artists & Education Program**

## **Final Report Package**

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:

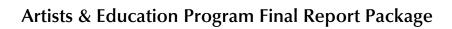
Loreen Anderson Alberta Community Development

Phone: 780.415.0300 (toll free by dialling 310.0000 first)

E-mail: loreen.anderson@gov.ab.ca

#### 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 storie	s written about
this project? Please include your full name and address including postal code.	





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### 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.
<b>Residency Overview -</b> 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.



4.

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Length of Residency
<b>Enhancement of the Curriculum -</b> 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?
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.
<b>Description of volunteer involvement -</b> If volunteers were involved, please describe how volunteers were involved in your project. What role did volunteers play? What support was provided by volunteers?



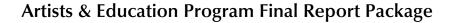
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Community member involvement - How many community members from outside of the school were involved in your project? (For example, as audience members - do not include the volunteers reported above	/e)
<b>Description of community member involvement -</b> If community members were involved, please describe now - audience members, participated in an adult component of the project, etc.	
PROJECT OUTCOMES	
Successes / High Points - What were the high points? Is there a specific "success story" from your project? describe the nature of your success story. E.g. wide-spread community support, parental involvement, etc.	Pleas

**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.





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What is y	our overal	I level of sa	tisfaction w	rith the Artists	s & Education Program?	
O 1	O 2	O 3	O 4	O 5	1 = Completely satfisfied	5 = Not satfisfied at all
What do	you like al	bout the Art	ists & Educ	ation Prograr	m? What works well for you?	
	<u>,                                      </u>				·	
What im	provement	ts would you	u like to see	e in the Artist	s & Education Program?	
Do you ł	nave any ot	ther comme	nts about t	he Artists &	Education Program? Your partr	ner 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!