

## Medford Arts Council Grantee Assessment Report

**Instructions:** To receive your final payment for your grant, you must complete this report and submit it along with a narrative assessment of your project (see page 2), the LCC Reimbursement Form (accompanied by documentation for all project-related expenses for which you are seeking reimbursement, such as copies of checks, receipts, invoices), and a completed IRS Form W-9.

**Please type or print neatly.**

Grantee Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Date(s): \_\_\_\_\_

Project Location(s): \_\_\_\_\_

### Audience and Participants Profile

Please provide the number of participants in each group. If the project involved a core group of participants as well as an audience, please fill in separate numbers for each.

Number of Program/Content Providers (Performers, Artists, Makers, Instructors, etc.) \_\_\_\_\_

Number of Participants/Audience Members Served (estimated) \_\_\_\_\_

Did the number of participants or beneficiaries of your project meet or exceed the number in your grant application? yes \_\_\_\_\_ no \_\_\_\_\_

If not, why might the number have fallen short?

## Project Evaluation

Please provide a brief evaluation of your project using the questions below. Attach up to one page of narrative if needed. Suggestions for ways your project may be improved are especially welcome.

1. What was the project goal and how did you meet it? Did the grant award from the Medford Arts Council allow you to fulfill the original goals for your project?

2. If you received a grant for less than the amount you requested, did your goals or design/execution of your project change significantly as a result of receiving a lesser amount? If so, what changes did you make to your project and how did those changes affect your goals?

3. If you are submitting a Reimbursement Request for less than the amount of your grant award, what changes were there to your proposed project and budget that resulted in your needing less funds?

4. How do you measure the success of your project? Please list methods used (e.g. evaluation form, survey, observation, video documentation, etc.) and include samples if applicable.

6. What type of publicity/marketing did you do for your project? Check all that apply. Please attach samples.

Press release  
Which publications/media outlets? \_\_\_\_\_

Flyers/Signage

Direct Mail

Social Media  
Which Platforms? \_\_\_\_\_

Paid advertising.  
Which publications/media outlets? \_\_\_\_\_

Newsletter

Other:  
Please describe \_\_\_\_\_