

NEIGHBORHOOD VOICES – Individual Artist Project

FY 2021-2022

FINAL EVALUATION

For arts and cultural activities funded by the City of Oakland, Cultural Funding Program during Fiscal Year 2021-2022

DUE AUGUST 30, 2022

INSTRUCTIONS: Review and complete this form, submitting the Evaluation Narrative and Attachments as required. It may be helpful to have a copy of your completed Grant Package available for reference. **Digital signature is acceptable on page 5.**

Grantee Name: _____

Street Address: _____

City, State Zip: _____

Phone: _____

Email: _____ Website: _____

Financial Summary

	FY 21-22
Total Individual Artist Project Income – CASH ONLY DO NOT INCLUDE IN-KIND INCOME	\$
Total Individual Artist Project Expenses – CASH ONLY DO NOT INCLUDE IN-KIND INCOME	\$

Support from the City of Oakland

	FY 21-22
Cultural Funding Program Grant (your Individual artist project award amount)	\$
Other (e.g. Emergency/Special awards by City Council, OFCY, etc.):	\$

Summary of Events/Activities Funded by This Grant

Total number of City-funded events/activities	#
Total number of City-funded events/activities that were FREE to the public	#
Number of participants directly engaged in creative expression and/or direct learning through these events/activities – <i>if estimating, please be conservative</i>	#
Number of participants exposed to your artistic medium(s) through these events/activities – <i>if estimating, please be conservative</i>	#
Estimated percentage of all attendees/participants who were Oakland residents	%
Number of paid Individual Artist Project artists who were <u>Oakland based</u>	#
Number of paid Individual Artist Project artists who were <u>Non-Oakland based</u>	#

List each **City-funded** event/activity (*attach a separate sheet if necessary*):
Event/Activity Name, Date, Facility Name/Address, and *Council District if known*

I. FY 21-22 INCOME

A. Contributed		TOTAL Funds
1	FY21-22 CFP Individual Artist Grant Award	\$
2	Federal Government (NEA, NEH)	\$
3	State Government (CAC)	\$
4	Local/Municipal Government (EXCLUDING THIS AWARD)	\$
5	Individual Contributions (self & others)	\$
6	Business/Corporate Contributions	\$
7	Foundations	\$
8	Memberships	\$
9	Fundraising Income (gross)	\$
10	Other (specify):	\$
11	Other (specify):	\$
12	SUBTOTAL:	\$
B. Earned		TOTAL Funds
13	Admissions/Ticket Sales	\$
14	Tuition/Workshops/Fees	\$
15	Product Sales/Concessions	\$
16	Other (specify):	\$
17	Other (specify):	\$
18	SUBTOTAL:	\$
19	TOTAL INCOME: (line 12 plus line 18)	\$

II. FY 21-22 EXPENSES

A. Personnel		Number of Persons	City Funds (indicate expenditure of award amount)	TOTAL Funds
20	Artistic		\$	\$
21	Administrative		\$	\$
22	Technical Production		\$	\$
23	Other (specify):		\$	\$
24	SUBTOTAL:		\$	\$
B. Project/Production Expenses			City Funds	TOTAL Funds
25	Facility Expenses/Space Rental		\$	\$
26	Outreach/Marketing		\$	\$
27	Production/Exhibition		\$	\$
28	Fundraising Expenses (gross)		\$	\$
29	Insurance or other expenses (specify)		\$	\$
30	SUBTOTAL:		\$	\$
31	TOTAL EXPENSES: (line 24 plus line 30)		\$	\$

III. SURPLUS (DEFICIT) AT YEAR END (line 19 minus line 31)

\$

Demographic Information

Grantee Name: _____

The Cultural Funding Program is committed to the equitable distribution of arts funding to the diverse cultures of Oakland. Please complete the following chart by confirming the composition of your estimated audiences or communities served, as well as program staff if applicable.

	Administrative & Artistic Personnel		Estimated Population(s) to be Served (Audience, Students, etc.)	
	Number	% of Total	Number	% of Total
African descent /African-American				
Asian/Asian-American				
Latinx/Hispanic				
European American				
Middle Eastern				
Native American				
Pacific Islander				
Other: _____				
TOTAL:		100%		100%
Female				
Male				
Non-Binary				
Other				
TOTAL:		100%		100%
People with Disabilities				
LGBTQ+				
Youth (ages 0-18)				

Evaluation Narrative

Instructions:

Please **ANSWER** the following project/program related questions using no more than two (2) single sided pages, and a minimum of 11-point type (double spacing is not necessary). **Number your responses.** Be sure to mark your narrative pages with your name and "Evaluation Narrative" in the upper right corner.

1. Please summarize your project(s) and/or program(s) relative to the original goals and objectives outlined in your FY21-22 grant with the City of Oakland. Specifically address how your local public outcome benefited the community.
2. If your project/program was reduced in scope or changed in any significant way as outlined in your grant with the City of Oakland, please provide a detailed explanation.
3. Describe the marketing efforts you employed for your project/program. Did the effort bring the response you desired? *Attach samples of publicity materials.*
4. What method(s) did you use to evaluate your project/program? What did you learn from the results? *Attach evaluation tool if available/applicable.*
5. Add any comments you may have regarding the application process, evaluation, and contracting for the Cultural Funding Program.

Your final evaluation packet should include:

- This evaluation form, which includes: list of City-Funded events/activities (Name, Date, Facility Location, and Council District if known);and Demographic Information
- Evaluation Narrative
- Marketing/Public Relations, and/or student recruitment sample material
- Please include sample material that shows credit to the City of Oakland Cultural Funding Program as required by grant*
- Evaluation Tool (if applicable)

Certification and Release: The undersigned, a principal officer of the organization or the contracted individual artist, hereby certifies that the information contained within this document is complete and correct to the best of his/her knowledge and that financial records, including substantiating documentation (e.g., payroll vouchers, invoices, bills, receipts, etc.) supporting the above expenditures and revenues, are maintained on file in the organization's offices should an independent audit be required.

ORIGINAL SIGNATURE ABOVE

NAME (Print or type)

TITLE (Print or type)

DATE

Please email the Final Evaluation form and narrative by August 30, 2022 or within 30 days following the completion.

Raquel Iglesias, Cultural Funding Program
riglesias@oaklandca.gov
phone (510) 238-2212