Delaware Division of the Arts

Final Evaluation Form for Fiscal Year 2012

820 North French Street, Wilmington, DE 19801
302-577-8278

Application No._____
(For office use only)

Submit a separate Final Evaluation Form for each grant category in which you have received funding.
Note: All Final Evaluations must be submitted within 60 days of the project/program completion date.

Indicate the grant category for which you are supplying information on this Final Evaluation Form. All information supplied, including the financial report, must refer solely to the category indicated. **Check one category only.**

☐ General Operating Support ☐ Arts Stabilization Fund ☐ Education Resource ☐ Project Support
☐ Opportunity Grant ☐ Artist Residency ☐ Individual Artist Fellowship

1. Organization/individual artist _____

2. Mailing address _____
(Street) (City) (State) (Zip Code)

3. Name of person completing this form _____

4. Phone _____ Fax _____ E-mail _____

5. Where applicable, estimate the following for the project/program described on this form:
   - Number of artists participating _____
   - Number of youth served _____
   - Total number of people served (including artists and youth) _____

6. Attach a 1-page financial report using a format similar to the budget provided in your application. Show actual expenses and income for the project/program(s). Include as part of income, the Division of the Arts grant (include the final 15%), and any cash that the sponsoring organization may have contributed to the project, along with all other earned or unearned revenue applied to this project. Record in-kind contributions separately. **Note:** Project Support recipients must provide their financial report on the Division's *Financial Report Form*.

7. Attach copies of marketing materials, program booklets, reports, or other information that documents the project/program described on this form (maximum 3 items).

8. Attach a brief narrative (2-page maximum) describing:
   - the activity(ies) for which the Division of the Arts grant provided support
   - the impact the funded activity has had on your organization, school, or community, or your work or career (if an individual artist). Were your original goals realized? Were there any unanticipated results?

I do hereby certify that all of the facts, figures, and representations made in this evaluation are true and correct to the best of my knowledge. Print/Type name: _____

_____ _____ _____
Date Signature Title

For Office Use

_____
Program Specialist

o Final Payment Authorized
o Final Payment Not Required