



*Charles County Arts Alliance, Inc.  
FY 2018 Arts in Education Program*

## **ARTS IN EDUCATION GRANT (AIE) FINAL REPORT FORM**

### **IMPORTANT – PLEASE NOTE!**

**FINAL REPORT FORM DEADLINE:** The Final Report Form is due in the CCAA office **no later than 12:00 noon, 21 days following completion of your Arts in Education project/series, or by Thursday, May 31, 2018, whichever comes first.** Failure to comply will result in: (1) ineligibility for CCAA grant funding in the subsequent fiscal year; and/or 2) a requirement to return the full dollar amount of the grant.

### **Instructions**

- Complete the **entire** form.
- Use the **actual** dollar amounts spent in relation to your project (rounded off to the nearest whole dollar).
  - The CCAA reports your expenses to the Maryland State Arts Council in their Final Report.
  - Include two PDF versions of publicity for the event(s) using the CCAA logo.
- **Email** this AIE Final Report Form to: [Info@charlescountyarts.org](mailto:Info@charlescountyarts.org).
- **DEADLINE** **no later than 12:00 noon, 21 days following completion of your Arts-in-Education project/series or by Friday, May 31, 2018, whichever comes first.**
  - Failure to meet this deadline will result in:
    - Ineligibility for CCAA grant funding in the subsequent fiscal year, and/or
    - A requirement to return the full dollar amount of the grant.

# AIE Final Report – FY2018

## A. General Information

Please type as much information as required in each block.

<b>School/Educational Facility Name</b>	
<b>Mailing Address</b>	
<b>Principals Name</b>	
<b>School Telephone</b>	
<b>School email</b>	
<b>Board Employee/Teacher's Name</b>	
<b>Board Employee/Teacher's Home Phone</b>	
<b>Board Employee/Teacher's Cell Phone</b>	
<b>Board Employee/Teacher's Personal/Home Email</b>	
<b>Student Population of School</b>	

## B. Artistic Programming Information

Please type as much information as required in each block.

<b>Name of Artist(s)</b>			
<b>Project Type/Art Form</b>			
<b>Proposed/Actual DATE(S) of project(s)</b>			
<b>Goals of Project (be specific)</b>			
<b>Number of Days</b>			
<b>Number of Artist(s)</b>			
<b>Number of Students Participating Directly with the Artist(s), hands-on workshop, or core group</b>			
<b>Number of Students Indirectly Involved (Audience)</b>			
<b>Number in Audience (Total)</b>			

## C. Ratings Information

Please rate each category using a value of 1-5 with 1 being Inadequate and 5 being Excellent.

Ratings	Excellent=5	Very Good=4	Good=3	Adequate=2	Inadequate=1
Scheduling cooperation					
Suitability of content for age group					
Student preparation					
Student response					
Freedom from interruptions					
<b>Overall Rating</b>					

## D. Financial Information

**Actual** Income and Expenses of Project:

<i>Income</i>	
AIE Grant Received	\$
Local Match	\$
<b>Total:</b>	<b>\$</b>

<i>Expenses</i>	
Artist's Fee	\$
Artist's Expenses	\$
Materials	\$
Promotion/Documentation	\$
<b>Total:</b>	<b>\$</b>

\_\_\_\_\_  
Principal's Signature and Date

\_\_\_\_\_  
Board Employee/Teacher's Signature and Date