

City of Stamford
Community Arts Partnership Program FY 2011-2012
Final Report

As a recipient of CAPP Funds in FY2011-2012, your organization is required to complete a report for your project. The Final Report must be submitted before funds awarded for FY 2012-2013 will be released. Completion of a Final Report insures that local public funds have been spent appropriately. The report has three components: (1) an overview of project statistics, (2) an evaluation of project success and failures, and (3) the financial reports. Enter information for the first section in the blanks provided. Use additional sheets to answer the questions in the second section. Thank you for your contribution to the cultural life of Stamford.

SECTION I

Date of Report _____

Project Title _____

Project Date(s) _____

Project Director (Type Name and Title) _____

Name of Organization _____

Address _____

Telephone _____ Fax _____

Email _____ Website _____

CAPP Grant Amount	\$	Other Cash Contributions	\$
Total Project Cost	\$	In-Kind	\$

“I hereby certify that the organization shown above has performed the services and/or activities as stated in the Agreement with the City of Stamford, and has done so during the time period agreed upon and in accordance with the original application and the approved budget.”

Signature _____

Title _____

Organization _____

Date _____

SECTION II – Project Evaluation

1. Provide a specific and detailed narrative of the service(s) performed. If the services(s) performed differed from the services as stated in the contract, explain.
2. List the date(s) and location(s) of your public activities.
3. Describe in detail your promotional and publicity efforts, **attach copies of news stories, photographs, brochures, etc.**
4. Did you reach your intended audience? Provide documentation in the form of product produced, newspaper articles, photographs, etc. **Please provide attendance figures. If you presented more than one event, give total for each performance/workshop/exhibit, as well as cumulative totals.**
5. What was particularly successful about your project?
6. What would you have done differently?
7. What suggestions do you have for the City of Stamford regarding the procedures and policies for the CAPP Grant Program?

Return form and enclosures to:

Stamford Government Center – Grants Office
CAPP Grant Evaluation
888 Washington Blvd. 10th Floor
P.O. Box 10152
Stamford, CT 06904-2152