

Application ID _____

PennPAT Presenter Grant Final Report Form – “Exhibit B”

Print, sign and mail this report to **Pennsylvania Performing Arts on Tour, 230 South Broad Street, Suite 1003, Philadelphia, PA 19102**, within 30 days of the project ending date.

Please attach one copy of each item checked under the "Marketing" section, one copy of the public performance program booklet(s), and any other printed materials associated with the project.

SECTION ONE: ORGANIZATION

Organization Name (Grantee) _____

Contact Person _____ Telephone _____

Email _____

I hereby certify to the best of my knowledge and belief that this report is true and correct and accurately represents the activities for which the grant award was made, and that all outlays, including awarded grant funds, were spent as set forth in the Grant Award Agreement.

Signature Date _____

SECTION TWO: PROJECT DATA

Application Number _____ Number of artists providing services: _____

Artist/Company Presented _____

Activity Start Date _____ Activity Ending Date _____

Number of public performances: _____ Total audience for all public performance(s): _____

Seating capacity for public performance venue: _____

Number of residency activities (workshops, masterclasses, school assemblies, etc.): _____ Total participants for all residency activities: _____

Of total audience and participants, how many were children or youth?

SECTION THREE: RATINGS SURVEY

Please consider your original reasons for undertaking the project when answering the following questions.

To what extent:

a. were you able to meet the goals that you had established for this project? _____

b. did the project expand your programming options? _____

c. did PennPAT funding for the project help your organization to leverage other resources (both cash and in-kind) for the engagement? _____

d. Additional comments _____

- 0. Not at all
- 1. Slightly
- 2. Moderately
- 3. Significantly
- 9. N/A

Organization Name _____
Artist Name _____

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Please consider the outreach component of the project when answering the following questions.

To what extent did the project:

a. allow you to continue an existing collaboration with schools or community groups?

- 0. Not at all
- 1. Slightly
- 2. Moderately
- 3. Significantly
- 9. N/A

b. encourage you to develop new relationships with other community organizations?

c. help you to strengthen your ongoing audience development efforts?

d. help you to target new groups for audience development?

e. Additional comments:

How satisfied were you with this artist and management. . .

Promotional material quality

Cooperation/attitude prior to engagement

Cooperation/attitude during engagement

Performance quality

Teaching abilities

- 1. Not Satisfied
- 2. Satisfied
- 3. Very Satisfied
- 9. N/A

If you answered "Not satisfied" to any question, please elaborate.

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Artist Name _____

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SECTION FOUR: PENNPAT

ARTIST REVIEW

How did you hear about this artist?

- | | |
|---|---|
| <input type="checkbox"/> PennPAT booklet | <input type="checkbox"/> Artist or Management Mailing |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> PCA/other funding sources |
| <input type="checkbox"/> Conference/Showcase (describe below) | <input type="checkbox"/> I don't recall |
| <input type="checkbox"/> Other (describe Below) | |

If Conferences/Showcases or Other chosen, please describe.

Was this a first-time or repeat engagement for this artist in your community? _____

Would you recommend this artist to other presenters? _____

Any additional comments or anecdotes regarding this artist/management? _____

Have you discussed this evaluation with the artist or management? _____

MARKETING

What media was used to advertise this engagement?

- | | |
|---|--|
| <input type="checkbox"/> season brochure | <input type="checkbox"/> newspaper interviews |
| <input type="checkbox"/> public service announcements | <input type="checkbox"/> other direct mail announcements |
| <input type="checkbox"/> handbill distribution | <input type="checkbox"/> paid media advertising |
| <input type="checkbox"/> posters | <input type="checkbox"/> press releases |
| <input type="checkbox"/> radio/tv interviews | <input type="checkbox"/> other: _____ |

List all counties served by this engagement:

PennPAT PROGRAM EVALUATION

This information will be used to evaluate the PennPAT program design and examine ways to improve it. We appreciate your candid responses.

Did PennPAT funding enable you to:

- hire an artist that you could not otherwise afford?
- offer more performances by this artist in your community?
- extend the artist's stay in your community?
- other

Did PennPAT funding encourage you to hire an artist with whom you had previously been unfamiliar?

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 Artist Name _____

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Final Project Budget

Actual figures are important for program evaluation. Some events generate more revenue and cost less to present; other events generate less revenue and cost more to present. On this report form, please indicate actual expenses and revenue for this engagement.

Project Cash Expenses

Please list all cash expenses related to this engagement.

		Cash
Roster Artist Fee(s)	\$	
Roster Artist Lodging	\$	
Roster Artist Transportation	\$	
Roster Artist Fees Total (sum of lines 1-3)		\$
Technical Personnel		\$
Other Personnel		\$
Marketing/Publicity		\$
Space Rental		\$
Equipment Rental		\$
Other (please specify):		\$
		\$
Total Cash Expenses:		\$

Project Cash Revenue

Please list sources and amounts of all cash used to cover the costs of the project.

		Cash
Ticket Sales (performances)		\$
Admissions (other activities)		\$
Concession Sales		\$
Individual Contributions		\$
Government Grants		\$
Corporate Grants/Sponsorships		\$
Foundation Grants		\$
Other Earned Income (please specify):		\$
		\$
PennPAT Grant		\$
Grantee Cash (savings, student activities fees or other funds used to pay for this project)		\$
<i>Must at least equal total cash</i>	Total Cash Revenue:	\$

In-Kind Contributions – Describe any donated goods or services for which you would normally have to pay

Total In-Kind Contribution amount:	\$