

**City of Lubbock/Civic Lubbock, Inc.
Cultural Arts Grant Program**

EVALUATION REPORT FORM (ERF)

IMPORTANT! This typewritten form must be completed and submitted within **sixty (60) days** of the conclusion of the project in order to receive the remaining 40% of the grant award.

I. Office Use Only – Do Not Write In This Space

Grant #: _____ Date Received: _____
Grant Amount: _____ Reviewed by: _____

II. Organization Information

Organization: _____
Mailing Address: _____
 Street/PO Box City State Zip

Evaluation Reported by: _____
Mailing Address: _____
 Street/PO Box City State Zip

Telephone: _____ Date Reported: _____

III. Project Description

Project Title: _____ Grant #: _____
Project Summary: (In the space below, provide a concise summary of the project funded and the results of the project)

IV. Project Information

Project Dates: _____ to _____ Total Attendance: _____
 Mo Day Yr Mo Day Yr

In the following spaces provide the actual **number** of individuals who participated in the project:

1. Number of artists who received a fee _____
2. Number of artists who volunteered their time or work _____
3. Non-Artist Volunteers _____
4. Full-time personnel _____
5. Part-time personnel _____

Describe any formal methods of evaluation that your organization may have conducted for this project:

Of the total attendance listed above, how many tourists came to your project?

1. Estimated number of State tourists _____
 (Texans traveling at least 50 miles from home)
2. Estimated number of National tourists _____
3. Estimated number of International tourists _____

Describe how you tracked these tourists:

How many hotel/motel room nights were generated by your project? _____

Describe how you tracked these room nights?

Did you submit direct evidence of hotel/motel room tracking to Visit Lubbock? Yes No
 If yes, please include a copy of the report submitted to Visit Lubbock with your ERF.

Did you register your project with Visit Lubbock and submit information for their online Calendar of Events? Yes No
 If yes, please include a print-out of the calendar posting of your project along with your ERF

Did you "block" hotel/motel rooms for your project? Yes No
 If yes, which hotels were utilized for the "block"?

Please describe what marketing efforts your organization used to attract tourists to this project:

Indicate the **number** of each associated with or resulting from your project:

| | | | |
|-------|----------------------------------|-------|-----------------------------|
| _____ | Conference | _____ | Lectures |
| _____ | Exhibitions | _____ | Master Classes |
| _____ | Festivals | _____ | Seminars/Workshops |
| _____ | Open Rehearsals (public invited) | _____ | Commissions (Original Work) |
| _____ | Performances | _____ | Other _____ |

List the approximate percentages of the age of the audience served by this project:

| | | | |
|----------|---------|---------|---------|
| Under 18 | _____ % | 35-65 | _____ % |
| 19-35 | _____ % | Over 65 | _____ % |

Indicate the **number** of people with disabilities served:

In accessible facilities _____

In special programming _____

Other Comments:

Required Attachments: (Please check that these attachments are included with your ERF)

- Project Financial Information – Part 2 Form
- Project Actual Revenues/Expenditures Detailed Breakdown Form
- Copies of Invoices/Receipts AND canceled checks to support the expenditures using the Grant Funds
- Copy of the event listing from the online Visit Lubbock Calendar of Events
- Copies of other promotion materials, advertising, and event listings from tourism websites, etc.
- Copies of programs, advertising, flyers, posters, etc. that show the acknowledgement of the grant

Submitted by _____ Date _____