
Postmark Deadline: *Within 10 days of project completion*

Mail two (2) complete copies of your final report packet to:

VSA Kentucky
1126 Russel Cave Road
Lexington, KY 40505

Remaining funds will not be disbursed until this final report and teacher evaluation is completed in its entirety.

Questions may be forwarded to the VSA Kentucky Program Director at
(859) 381-4226 on Monday, Wednesday or Thursday.

Faxed reports will not be accepted. *Enclose two (2) complete sets of your final report.*

Section A. Applicant Information
--

Use this form. Type ALL answers.

School Name: _____ County: _____

School District: _____ Congressional District # (1-6): _____

School Address: _____

City: _____ Zip: _____ Phone: (_____) _____

Name of Site Coordinator: _____ Email: _____

Site Coordinator Home Phone: (_____) _____ Home Email: _____

Name of Principal: _____

Section B.	Award Profile
-------------------	----------------------

1. Title of Project or Activity: _____

2. Provide a one-sentence description of the proposed project or activity:

3. Proposed date(s) of project: *(Projects scheduled prior to January 15 will not be considered)*

Beginning: _____ Ending: _____

4. List the school and town where the activities took place: _____

5. List all congressional districts served in this project (1-6): _____

6. Amount of award: **\$ 1,250.00**

7. Amount of cash match by school: *Itemize source(s) and amount*

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
	Total: \$	_____

8. Amount of in-kind by school: *Itemize source(s) and amount) (See #10 on application)*

9. **Total Budget for the Project:** *(Add 6, 7, 8 and 9)* **Project Budget Total: \$** _____

10. List key funders other than VSA Kentucky: _____

Section C.	Activity Report
-------------------	------------------------

Program Area:

Artist Residency
 Student Performance
 Workshops/Demonstrations
 Exhibition
 Other (Describe): _____

Discipline

Visual Arts
 Music
 Dance
 Drama/Theatre
 Media Arts
 Literary Arts
 Multi Arts
 Program Data

Program Data

1. Number of children/youth who directly participated in this project:
2. Number of children/youth with disabilities who directly participated in this project:.....
3. Number of adults who directly participated in this project:
4. Number of teaching artists who participated in this project:
6. Number of sessions (for example, 2 times per week):
5. Age group of students served:
 0-3 Years
 Pre-school
 Kindergarten
 Grades 1-6
 Grades 7-8
 Grades 9-12
7. Length of each session (for example, 1 hour):.....
8. Contact hour per student served:
9. Total number of audience:
10. Percentage (%) of audience with disabilities (estimated):.....
11. Number of Service Providers:
 Artists: _____ % with disabilities: _____
 Educators: _____ % with disabilities: _____
 Volunteers: _____ % with disabilities: _____ Volunteer Hours: _____

Section D

Final Project Narrative

1.) Provide a description on how this project was conducted and implemented, specific arts activities and how this initiative met your inclusionary and educational goals as stated on your application narrative. Be sure to include photos, CD's, DVD's etc., of your project.

2.) Describe all outreach efforts and promotional/advertising methods used to inform your school and community. Did you advertise program accessibility and public performance, exhibit, etc to persons with disabilities? Include copies of promotion and advertising.

Please use the space provided on this page. One additional page may be added if necessary (provided directly following this page). In your narrative below, please label your answers with 1 and 2.

Section D	Final Project Narrative (Optional Extra Page)
------------------	--

(Please use this page if necessary to complete your Project Narrative.)

Section E

Project Evaluation

Program Outcomes and Indicators

1. What skills or knowledge did students gain as a direct result of the program or project?

Example: Students participating in the 2-week program developed appropriate interpersonal communication skills.
(Corresponds to Objective B under Project Narrative and on Descriptors Page: *Increase social/communication skills of the participants, primarily people with disabilities*).

2. How do you know that the students gained these skills or knowledge?

Example: Students were able to critique their own and others' work, both individually and in groups.

Section E

Project Evaluation (continued)

3. What were the evaluation tools used and how was evaluation data collected and analyzed?

Please check one or more below:

Interviews were recorded and evaluated for these themes and trends.

Participant (student) program journals were gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

Participant (student) program portfolios were gathered and evaluated for the establishment of benchmarks in order to gauge student progress.

Post-event audience surveys were administered to receive general participation information.

Pre and post-tests were administered, and information will be gathered to measure student progress with respect to program-related skill development.

Teaching artist activity logs were collected and evaluated with respect to teaching artists' observation of student growth, skill development, or other stated goals.

Video and photo documentation were gathered, viewed, and evaluated for themes and trends.

Other, please describe: _____

4. Who was responsible for evaluation this project/program?

Section F Final Budget

	Applicant Cash Match (A-1)	VSAKY Funds** (A-2)	In-Kind Match (A-3)
Personal <i>Artist(s)* (Itemize)</i> _____ _____	\$ _____	\$ _____	\$ _____
Technical / Consultant _____ _____	\$ _____		\$ _____
Materials / Supplies <i>Props, costumes, art supplies (Itemize)</i> _____ _____ _____ _____ _____	\$ _____	\$ _____	\$ _____
Marketing / Promotion <i>(Itemize)</i> _____ _____	\$ _____	\$ _____	\$ _____
Travel *** Mileage: _____ Per Diem: _____	\$ _____	\$ _____	\$ _____
TOTALS	\$ _____ (A-1)	\$ 1,250.00 (A-2)	\$ _____ (A-3)

Total Project Costs (Sum of A-1, A-2, and A-3)\$ _____

* See Section D for artist fees.

** Funds will not be provided to pay for performances, assemblies, lecture or equipment. Artist contact with students must be students hands-on doing the art form.

*** Travel: \$0.42 per mile can be paid to artists traveling beyond a commuter distance to your site. A total per diem of \$60 (motel and food) is allowed for artists who will have to stay overnight because of distance.