



WASHINGTON STATE
ARTS COMMISSION

Arts in Education Program COMMUNITY CONSORTIUM GRANTS

FINAL REPORT COMPONENTS

1. **Final Report Form**(DOC). This form includes statistical and demographic questions required for state and federal reporting.
2. **Narrative Evaluation Questions** (DOC). This page lists the questions to consider in your Narrative Evaluation.
3. **Final Budget Report**(XLS). Please include a revised budget showing actual income and expenses. If possible, please start with the original budget you submitted with the grant application, and add a new column for the actual amounts spent in each category. You are encouraged, but not required, to use this budget form.
4. **Letter to a Legislator**. Please include a copy of at least one letter that you sent to a state legislator, informing him or her of the ArtsWA funds you've received and how you are using them to create public benefit in your community.
5. **Final Report Supplemental Materials**. Please submit a limited sample of supplemental materials to add depth to our understanding of your programs. Consider examples in one or more of these categories:
 - a) Visual documentation of program success (photos or videos of classroom activities or student work), or other program documentation, such as press or newsletter clippings, etc.
 - b) Evaluation or assessment materials, such as an example of a student learning assessment, a summary of teachers' evaluations of workshops, or survey results.
 - c) Educational materials developed, such as curriculum or lesson plans or other documents that will be used in continuing arts education efforts.

Please include just enough to highlight the range and quality of your program. Please do not include multiple copies of similar documents or a catalogue of every component of your program.

ArtsWA Use of Final Report Materials

As your grant contract with ArtsWA notes, ArtsWA retains the right to use all or a portion of your final report materials such as text, photographic images, and videos for illustrating the use of state funds for the public good. Use of these materials by ArtsWA may include publication on our website, in press releases, internal documents, in email announcements and newsletters, or any other printed or electronic media, including social media.

By submitting photo images, video, and other program documentation, the grantee gives permission for such use, and represents that they have the right to authorize the use of such materials by ArtsWA. This includes ensuring the necessary parental permission for photos and videos of children under 18. It is solely the responsibility of the grantee to obtain these permissions from relevant artists, creators, and subjects in material that is provided to ArtsWA.

Media Specifications and Captions

Please submit up to five digital images at the highest resolution possible in either JPEG or TIFF file formats. Videos should be no longer than 4 minutes and must be submitted either via YouTube or Vimeo links.

Please provide captions for all images submitted. The captions should identify the first and last names of the people in the image, if their faces can be seen and are identifiable; the names of any artists whose work is in the image; where the image was taken and the date; and brief description of the significance of the image. The caption must also include the first and last names of the photographers/videographers to ensure appropriate credit.

Questions?

If you have any questions about the components of the Final Report, please contact Lisa Jaret, Arts in Education Program Manager (lisa.jaret@arts.wa.gov) or Christel Ratliff, Program Coordinator (christel.ratliff@arts.wa.gov).