

**HOWARD COUNTY ARTS COUNCIL
Artists-in-Education Grant Program
Final Report FY2010**

For Office Use Only App. #: Rec'd: Award:
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Please return within 30 days of the completion of your school's residency, NO LATER THAN July 1, 2010 to HCAC, 8510 High Ridge Road, Ellicott City, MD 21043. The final report must be typewritten. An up-to-date financial statement from the most recent fiscal year, signed by the PTA's Treasurer must accompany the report. Please attach any publicity materials with the final report and indicate where the Howard County Arts Council is acknowledged. Future applications will not be considered unless the final report is submitted. After your Final Report is reviewed, you may be asked to clarify or augment information.

HOWARD COUNTY

1. Site/School Name _____
2. Address _____ City _____ State _____ Zip _____
3. PTA/PTSA Liaison _____ Telephone (day) _____
4. Liaison Home Address _____
5. School Enrollment _____ % Minority Students _____ % Minority Faculty _____
6. Artist/Poet/Performer/Company _____
7. Type of Project/Art Form _____
8. Anticipated Project Goals:
9. Length of residency (number of days) _____ Dates of residency _____
8. Number of participating Artists/Performers _____
9. Number of students participating directly with the artist(s) (hands-on, "core" group) _____
10. Percentage of minority students participating directly with the artist(s) _____
13. Number of students indirectly involved (performance attendees, exhibit visitors) _____
14. Overall evaluation by participating teacher(s) (circle one):

Excellent Very Good Good Adequate Inadequate

Signature of Participating Teacher: _____ Date: _____

15. Project Budget (use a cash income and expense only, do not include in-kind support)

Income		Expenses _____	
PTA Match	_____	Artist Fee	_____
HCAC Grant	_____	Artist Expenses	_____
MSAC Grant	_____	Materials	_____
Other (list)	_____	Promotion & Documentation	_____
_____	_____	Other (list)	_____
Total Income	_____	Total Expenses	_____

16. **In-Kind Support** _____
 (DO NOT include this amount under Income or Expenses)

17. Project Results (Attach up to 2 additional 8½ "x11" sheets if necessary) Please indicate the degree to which the project goals were met and discuss the activities that took place.

18. Was there a presentation to parents or general population? Yes ____ No ____
 If yes, how many attended? _____

19. The Howard County Arts Council is required by the State of Maryland to provide information about the participation of particular ethnic groups. In addition, it is important to our advocacy efforts to collect information about volunteerism in the arts. Please complete the following sections to the best of your ability.

A. Student participation (both direct & indirect)

	# or %		# or %
African American, Black	_____	Mexican, Chicano	_____
American Indian	_____	Native Hawaiian, Pacific Islander	_____
Asian	_____	Puerto Rican	_____
Hispanic, Latino	_____	White or Caucasian	_____
Other (Specify)	_____	_____	_____

B. Residency Artists

African American, Black	_____	Mexican, Chicano	_____
American Indian	_____	Native Hawaiian, Pacific Islander	_____
Asian	_____	Puerto Rican	_____
Hispanic, Latino	_____	White or Caucasian	_____
Other (Specify)	_____	_____	_____

C. Volunteers

Number of Board Members _____
 Number of Non-Board Volunteers _____
 Total Number of Volunteer Hours _____

20. I certify that all information contained in this report and these attachments is true and accurate

Authorized signature (PTA or PTSA) _____

Title _____ Date _____

**HOWARD COUNTY ARTS COUNCIL
Artists-in-Education Grant
Final Report Checklist**

Please check that you have included the following for your final report:

- A completed final report form
- A copy of the most recent financial statement (monthly, quarterly) from the current school year or year in which the project was completed, signed by the PTA's treasurer.
- Supplementary/publicity materials related to the project (e.g. photos, programs, newspaper articles).

Additionally:

- The final report is signed by both the participating teacher and the PTA cultural arts representative.
- The project budget has been double-checked to ensure that the HCAC grant, PTA match, and expenditures are correct.