

Final Report: Arts in the Classroom

1. School: _____ Grant Number: _____

2. Mailing Address: _____

3. City: _____ 4. Zip: _____

5. Project Director: _____

6. Project Director's phone: _____ 7. email: _____

8. Project start date (month/day/year): _____ End date (month/day/year): _____

9. Did you make any significant changes in your project from what was described in your application? Yes No

10. If you made significant changes, did you submit a grant change form before you made the changes? Yes No

11. Was MAC credited in your printed materials and publicity? Yes No

12. Did you inform your state legislators about your grant? Yes No

13. Project Documentation: What kinds of documentation of your project can you make available to MAC, if needed? photographs video audio internal written reports

14. How did you publicize your project?

15. **Activity Itemization:** Please provide your projected and actual number of activities associated with your Arts in the Classroom project. Fill out only the sections of the table that apply to your project. If it doesn't apply, leave it blank.

Type of Activity	No. of Events Planned	Actual Number of Events
TOTAL:		

Number of Participants:

16. What was the total number of students who took part in the project activities? _____
17. Total number of your school's faculty and administration who took part? _____
18. Total number of artists who participated in your project: _____
19. Total number of community members who took part? _____
20. Total of #16-19: _____

Arts in the Classroom – Narrative Review

Submit (as an attachment) a narrative of up to two pages that explains the outcomes of your project. Divide the narrative up into the four areas listed below and answer the questions under each area. They will guide you in presenting an overview of the results of your project and your school's plans for the upcoming school year.

A. Educational Environment

- How has your school's educational environment changed as a result of this grant?
- How did you address the focus and goals of your project?
- What methods did you use to evaluate your project?

B. Academic Achievement

- How have you incorporated the arts into your school's plan for generating academic improvement?
- What are the remaining academic needs at your school?

C. Developing a Plan

- How did the grant help to address your school's current needs?
- Describe your vision and plan for the future, including professional development, identifying community partners and team leaders and encouraging change within the school.
- Describe how attitudes have (or have not) changed amongst staff in the use of the arts to help address the academic needs in your school.

D. Project Leadership Team

- Describe your leadership team's accomplishments with the project?
- How has the team contributed to the school's overall goal and plan?
- List which Whole Schools training programs (Summer Institute, Fall and Spring retreats) staff at your school attended and the names of staff people who attended. Explain how the information gathered from these programs was distributed to the entire school.

Arts in the Classroom – Budget Report

Please itemize each item from your expenses and income on a separate page. Include only the income and expenses related to your AIC project.

Project Expenses	Cash match provided by the school	MAC Grant	Total
1. Professional Development			
2. In-Service Training:			
3. Model School Visit			
4. Supplies			
5. Other:			
6. Total Cash Expenses:			

Project Income	Cash	In-Kind**
1.		
2.		
3.		
4.		
5. Subtotal:		
6. MAC Grant funds received:		
7. MAC Grant funds owed:		
8. TOTAL*:		

* Total project income must be equal to or greater than total project expenses.

** In-Kind is the cash value of goods and services contributed by sources other than the school or district (for example, work done by volunteers or donated materials or printing). Grantees must be able to produce records of in-kind contributions. In-kind contributions do not count towards your cash match.

Arts in the Classroom – Final Statistics

21. Please provide an estimate, in percentages, of the racial composition of the participants in your project:

White:	%
African American:	%
Native American:	%
Hispanic:	%
<u>Asian:</u>	<u>%</u>
TOTAL	100%

22. How many individuals under the age of 18 were served by your project? 22. _____

23. How many individuals received free or discounted admission to the activities supported by this grant? _____ adults + _____ youths under 18 = 23. _____

24. How many individuals received newsletters, announcements, or other promotional materials supported by this grant? 24. _____

25. How many schools benefited from performances, demonstrations, teacher training, or other services supported by this grant? 25. _____

26. **Paid personnel**

a. How many people were paid for services related to the project? 26a. _____

b. Of this number, how many were artists? 26b. _____

27. **Volunteer personnel**

a. How many people did volunteer work on your project? 27a. _____

b. Of this number, how many were artists? 27b. _____

28. How many teachers, educators, and administrators received training through this grant?

K-5 teachers:	
6-12 teachers:	
Arts specialists:	
<u>Administrators:</u>	
TOTAL:	28. _____

Arts in the Classroom – Final Checklist

Your report should include the following:

- Final report Form
- Budget itemization page
- Narrative attachment
- Teaching Artist Evaluation Forms (fill out a copy of the form for each artist you hired for the project)
- Appropriate supplementary materials that demonstrate your project activities, such as sample programs, newspaper clippings, or curriculum units that were developed.
- Original signatures from your Authorizing Official and Project Director (below).

CERTIFICATION

The Authorizing Official and Project Director hereby certify that the information contained in this report, including all attachments, is true and correct to the best of our knowledge.

Authorizing Official signature* (in ink) _____ **Date** _____

Name: _____

Project Director signature (in ink) _____ **Date** _____

Name: _____

**The authorizing official should be the same official who signed your grant application and grant contract. If there has been a change, please document it on a MAC Grant Change Form and submit with the report.*

Submit this form and the required supporting materials to MAC within 30 days of finishing your project or by May 15th, **whichever comes first**. Send the form to:

Mississippi Arts Commission
501 North West Street, Suite 1101A
Woolfolk Building
Jackson, MS 39201

