

# Final Report: Whole Schools Initiative

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 to MAC before you made the changes?  Yes  No
11. Was MAC credited in your printed materials and publicity?  Yes  No
12. Did you inform your local 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 Whole Schools 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 |
|------------------|-----------------------|-------------------------|
|                  |                       |                         |
|                  |                       |                         |
|                  |                       |                         |
|                  |                       |                         |
|                  |                       |                         |
|                  |                       |                         |
| <b>TOTAL:</b>    |                       |                         |

## **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: \_\_\_\_\_

## **Whole Schools Initiative – Final Report Narrative**

Submit (as an attachment) a narrative of up to two pages that explains the outcomes of your project. Divide the narrative up into the areas listed below and answer the questions under each topic. This will provide MAC staff with an overview of the results of your project and your school's plans for the upcoming school year.

The pages must be formatted with a one-inch margin on all sides and no smaller than a 12-point font for the type.

### **1. Improving academic achievement**

Describe:

- the area of instruction needing improvement that you focused on this year
- how you incorporated state and national standards into your project
- the frequency and focus of common planning time for teachers
- the staff's progress on curriculum mapping

### **2. Increasing students' skills in and knowledge of all arts disciplines**

- Name the artists who worked in your school. Were they effective? How did their work assist your goals for the year?
- Describe how students were connected to arts resources within your community (such as museums, festivals, and local artists)

### **3. Professional growth for teachers and administrators**

- Describe the professional development opportunities that were held for teachers and administrators
- List the faculty and administrators who participated in the WSI Summer Institute and Fall and Spring Retreats. Did follow-up occur after these meetings, with information being shared with the faculty who did not attend?
- Describe the preparation and follow-up activities that were developed for artist and consultant presentations

### **4. Increasing parental and community involvement**

- Explain how you made use of your community's artistic resources (such as local artists, or museums) within your project
- Describe how parents and community members were involved in the project
- Describe any partnerships your school developed with community arts organizations to help support life long learning activities

### **5. Building a sustainable system for arts-integrated learning**

Describe:

- the level of support your project has received over the past year (from staff, administration, and parents)
- how you promoted your project within your community
- how you evaluated your project. How will this information be used in designing your project for next year?
- how the project has meshed with your school's existing mission or focus

# Whole Schools – Budget Report

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

**Cash expenses** -- itemize on a separate page

|                                       |                                     | Cash Match | MAC Grant | TOTAL |
|---------------------------------------|-------------------------------------|------------|-----------|-------|
| <b>1. Personnel (staff):</b>          | Administrative                      |            |           |       |
|                                       | Artistic                            |            |           |       |
|                                       | Technical/production                |            |           |       |
| <b>2. Outside fees (contractors):</b> | Artistic                            |            |           |       |
|                                       | Other                               |            |           |       |
| <b>3. Space or equipment rental:</b>  |                                     |            |           |       |
| <b>4. Travel:</b>                     | Transportation                      |            |           |       |
|                                       | Food                                |            |           |       |
|                                       | Lodging                             |            |           |       |
| <b>5. Marketing:</b>                  | Printing                            |            |           |       |
|                                       | Other                               |            |           |       |
| <b>6. Remaining expenses:</b>         | Postage                             |            |           |       |
|                                       | Supplies                            |            |           |       |
|                                       | Insurance                           |            |           |       |
|                                       | Other                               |            |           |       |
|                                       | Other                               |            |           |       |
| <b>7. Total cash expenses</b>         | (must not exceed total cash income) |            |           |       |

**Cash income** -- itemize on a separate page

|  |  | Cash | In-Kind** |
|--|--|------|-----------|
| <b>1. Revenue:</b>                               | Admissions                                 |      |           |
|  | Earned Income                              |      |           |
|  | Other revenue                              |      |           |
| <b>2. Private-sector support:</b>                | Corporate contributions                    |      |           |
|  | Foundation grants                          |      |           |
|  | Other private contributions                |      |           |
| <b>3. Government support:</b>                    | Federal                                    |      |           |
|  | State/regional (other than MAC grants)     |      |           |
|  | County                                     |      |           |
|  | Municipal                                  |      |           |
| <b>4. Grantee cash:</b>                          |  |      |           |
| <b>5. Portion of the grant already received:</b> |  |      |           |
| <b>6. Remainder of the grant due:</b>            |  |      |           |
| <b>7. Total</b>                                  | (must equal or exceed total cash expenses) |      |           |

\*\*Defined as the cash value of goods and services contributed by sources other than the grantee organization, such as work done by volunteers or donated office space. You must be able to produce records of in-kind contributions.

## Whole Schools – 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>    |
| <b>TOTAL</b>      | <b>100%</b> |

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:

Administrators:

TOTAL:

28. \_\_\_\_\_

## Whole Schools – Final Checklist

Your report should include the following:

- Final Report Form
- Budget Itemization (where you provide details on the expenses and income listed on your budget page)
- Narrative Attachment
- Teaching Artist Evaluation Forms (fill out a copy for each artist you hired for your project)
- A copy of your school's Change Journey Map
- 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**

