

NEWPORT BEACH CITY ARTS COMMISSION

**CULTURAL ARTS GRANT PROJECT COMPLETION REPORT**

(Please type report)

**DUE by September 28, 2018**

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Person preparing report \_\_\_\_\_ Phone \_\_\_\_\_

Grant Project(s) Funded \_\_\_\_\_

Effective Dates of Grant \_\_\_\_\_

Period covered in this Report \_\_\_\_\_

1. Please describe the effectiveness of your organization's grant project(s), in terms of:
  - The size and composition of the target group reached
  - Conformity to the planned time framework
  - The theme of the project
  - The allocation of funds to date
  - The kinds of educational services provided by this project
  - The composition of the professional staff rendering these services
2. Please describe how the program was evaluated. Include information on measures your organization has initiated to improve the project in the future.
3. Please add any other comments you feel are appropriate.
4. Please attach relevant press clippings, brochures, photos, etc. that demonstrate how the project was completed or is in process.

Please limit your narrative to no more than two (2) pages. The Completion Report must be received by the Arts Commission by **September 28, 2018 at 4:00 pm**. **This report must be submitted in order to be eligible for future Arts Commission funding. If the project has not yet been presented, please complete the report with your progress to date.**

Mail or Deliver to:

Tim Hetherton, Library Services Director  
Arts and Cultural Services Division  
1000 Avocado Avenue  
Newport Beach, CA 92660  
(949) 717-3802