



MID-AMERICA ARTS ALLIANCE

## **Creative Forces Community Engagement Grant: Final Report**

The information provided in this final report form will be used to report to Mid-America Arts Alliance (M-AAA) and funders, including the National Endowment for the Arts (NEA).

Respond to narrative questions in the text fields provided below. Include "human interest" stories or other anecdotal information about the project within the narrative as appropriate.

At the end of the form, you may upload copies of programs, reviews, relevant news clippings, playbills, evaluation materials, or other evidence of your accomplishments, including evidence of your acknowledgement of the National Endowment for the Arts and the Mid-America Arts Alliance support. Feel free to include relevant web links.

You may cut and paste the answer into the form from another document. Limit your response to fit the word limits (generally 500 words). To expand the size of the text box, drag the lines in the lower right corner down so you can see your narrative in full. Insert a space between paragraphs when possible. The contents of this report are subject to change by M-AAA and NEA.

### **GRANTEE INFORMATION**

- Grantee Organization Legal Name
- Grant Number
- Grantee Primary Contact Person Information:
  - First Name
  - Last Name
  - Job Title or Artistic Discipline
  - Work Phone Number
  - Mobile Phone Number
  - Work Email Address

### **PART IA: PROJECT INFORMATION**

1. Were you able to carry out ALL approved project activities? (dropdown: yes/no)
2. Describe the activities supported by this award. Please report solely on activities funded in this grant (subgrant). These activities must be consistent with your application narrative, the approved project budget, and any approved grant amendments. (3,000 character limit)
3. What did this project accomplish and who benefited? List and describe key accomplishments of this project. Include any direct and indirect benefits/impacts that resulted from this grant. Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities). (3,000 character limit)
4. Did the project encounter any events and/or circumstances that impeded your ability to conduct the project as planned? (dropdown: yes/no) If "yes", a text box appears: "Describe the nature of the challenge(s) and how you addressed them." (2,000 character limit)

### **PARTNER INFORMATION** (repeatable section)

5. What kind of partner did the project involve? (dropdown: individual/organizational/both)

6. Partner Legal Name (Organization's business name as it appears on its Federal Employer Identification Document or Individual's name as it appears on their Social Security Card)
7. Choose the category that best describes this partner's legal status. (select one)
- College/University
  - Federal government agency
  - For-profit company
  - Library
  - Local government agency
  - Individual-artist
  - Individual-nonartist
  - Media organization
  - Non-profit organization – other
  - Nonprofit arts organization
  - Nonprofit community organization
  - Private Foundation
  - Religious organization
  - School or School District (K-12)
  - State government agency
  - Tribal government agency
  - Other (if selected, a text box appears: "You answered "Other", tell us more.") (500 word limit)
8. Choose the type of institution or institutional affiliation that best describes this partner.  
(dropdown: select one)
- Department of Defense Center/VA/Clinic
  - State/Local Arts Agency
  - Veteran/Military Assistance Agency/Organization
  - Website/Tech Organization
  - Not Applicable
9. Describe the nature of this partner's involvement. How did they advance or support the project?  
(700 character limit)
10. Did this partner contribute toward the 1:1 cost-share (match) for this grant (including cash and in-kind)? (dropdown: yes/no/not applicable)

## **PART IB: PROJECT CAPACITY**

Reflect on the grant accomplishments from the beginning to the end of the grant. Using the scales below, rate the progress made and write a narrative about what contributed to the progress.

### **PARTNERSHIPS**

11. On a scale of 1 to 5, indicate the strength of your partnerships, overall, for this project, now that you have completed this grant. (5 point Likert scale: 1=not strong at all to 5=very strong)
12. What contributed to this rating? Consider changes that occurred while carrying out project activities, as well as barriers. (2000 character limit)

### **MILITARY CULTURE**

13. On a scale of 1 to 5, indicate the current strength of your organization's understanding of military culture. (5 point Likert scale: not strong at all to very strong)

14. What contributed to this rating? Consider the impact participants, partners, and organizations have had on your organization's understanding of military culture. (2,000 character limit)

#### VALUE OF THE ARTS

15. On a scale of 1 to 5, indicate the strength of your organization's current knowledge of the benefits arts can have on psychological and emotional well-being. (5 point Likert scale: no knowledge at all to very knowledgeable)
16. What contributed to this rating? Consider how that knowledge resulted in changes for participants, partners, your organization and project activities. (2,000 character limit)

#### ORGANIZATIONAL CAPACITY

17. On a scale of 1 to 5, indicate the extent to which your organization developed capacity (skills, knowledge, tools, or resources) to support military-connected individuals. (5 point Likert scale: no change in organizational capacity at all to substantial increase in organizational capacity)
18. What contributed to this rating? Describe any changes in organization capacity. (2,000 character limit)

#### PROGRAM DEVELOPMENT

19. On a scale of 1 to 5, indicate the extent to which the program will continue to develop or sustain after grant funding ends.  
(5 point Likert scale: the program will end without grant funding, to the program will continue to develop/sustain without grant funding)
20. What contributed to this rating? (2,000 character limit)

### PART IC: GRANTEE LEARNING

Reflect on your accomplishments from the beginning to the end of the grant.

21. Did your organization develop a logic model? This may be a logic model specific to the Creative Forces project or a general logic model that includes the Creative Forces project. (dropdown: yes/no)
22. Did your organization collect data related to this project as part of measuring performance or an evaluation study? (dropdown: yes/no)
23. Briefly describe the best practices/lessons learned. (2,000 character limit)
24. Did your organization release information about best practices/lessons learned? For example, did your organization share information through a conference presentation, a blog post, or a write-up about strategies, challenges, or outcomes? (dropdown: yes/no)
25. Can you share any documents or resources with the NEA Creative Forces Team? (dropdown: yes/no)

### PART IIA: PROJECT ACTIVITY DATA

Provide data for activities supported with this award (including both M-AAA and cost share funded activities) during the period of performance. Indicate the number of activities delivered. Leave blank any items for which actual figures/supportable estimates do not exist.

*NOTE: This is a standard Final Descriptive Report question, and grantees from a wide range of grants are asked these questions. Some may not apply specifically to this project.*

26. Number of Professional Original Works of Art Created (Do not include student works, adaptations, re-creations, or restaging of existing works.)
27. Number of Fairs/Festivals Held (Report media arts and film festivals in the Exhibitions field, not here. Do not break out fair/festival activities (performances, etc.) in other project activity fields.)
28. Number of Exhibitions Curated/Presented (Include visual arts, media arts, design, and film festivals. Count each curated film series as a single exhibition. An exhibition staged multiple times should be counted as one exhibition.)
29. Number of Concerts/Performances/Readings
30. Number of Arts Instruction Activities (Include classes, demonstrations, lectures, and other means used to teach knowledge of and/or skills in the arts. A class taught over multiple sessions should be counted as one class. A class repeated for multiple audiences should be counted per audience.)
31. If you offered a class taught over multiple sessions, how many sessions were offered?
32. Indicate the arts discipline(s) involved in the project. (Select all that apply.)
- a. Dance
  - b. Opera/Music Theatre
  - c. Theatre
  - d. Visual Arts
  - e. Design Arts
  - f. Crafts
  - g. Photography
  - h. Media Arts
  - i. Literature
  - j. Interdisciplinary
  - k. Folklife/Traditional Arts
  - l. Humanities
  - m. Multidisciplinary
  - n. Music
  - o. Non-arts/Non-humanities – None of the above
33. Indicate the number of activities delivered by arts discipline. Type "0" for any items for which actual figures/supportable estimates do not exist.
34. Are there non-arts related activities included in this project? (dropdown: yes/no) If "yes" a text box appears: "Describe the non-arts related activities included in this project." (500 word limit)

## **PART IIB: INDIVIDUALS BENEFITED**

Provide data for individuals who directly benefited during the period of performance. Type "0" any items for which actual figures/supportable estimates do not exist. If not applicable, type "N/A"

35. Number of individuals who were paid in whole or in part with project funds:
- Artists
  - Others (includes employees, temporary staff, support and technical staff, and contractors who did not work as artists on the project)

36. Of those who were paid with project funds, how many were hired (as employees, not contractors) by your organization during the project period as a result of this award?

- Artists
- Others

37. Identify the groups of military-connected individuals that directly benefited from engaging with your project's funded activities. (select all that apply)

- Service Member: Active Duty
- Service Member: National Guard/Reserve
- Veterans
- Family Unit
- Spouse/Partner
- Children (Age 0-18)
- Caregiver: Residential
- Caregiver: Clinical
- Other (if selected, a text box appears: "You answered "Other", tell us more.")

38. Provide an unduplicated count of how many military-connected individuals were served in each group. Type "0" for any items for which actual figures/supportable estimates do not exist.

- Service Member: Active Duty
- Service Member: National Guard/Reserve
- Veterans
- Family Unit
- Spouse/Partner
- Children (Age 0-18)
- Caregiver: Residential
- Caregiver: Clinical
- Other

#### INDIVIDUALS ENGAGED IN "IN-PERSON" ARTS EXPERIENCES

Include information about any in-person and virtual activities funded by the NEA and the project cost share reported on your Federal Financial Report.

39. **Adults and Youth Engaged in "In-Person" Arts Experiences:** Enter the **number** of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Avoid inflated numbers, and do not double-count repeat attendees.

- Adults (18+ years)
- Children/Youth (0-17 years)

40. **"Adults and Youth Engaged in "Virtual" Arts Experiences (optional):** If your project used online or mobile components to engage audiences (e.g., podcasts, live web streaming, mobile applications, online videos/audio/games, e-book or e-reader downloads, distance learning, internet-based artworks, online collections/ exhibitions, etc.), then please enter an estimate of the total number of unique visitors who accessed these components during the grant period. Do not include people who visited a website for unrelated content.

- Adults (18+ years)

- Children/Youth (0-17 years)

#### RECOMMENDATION AND REFERRAL PROCESS

41. To what extent is a referral/recommendation process in place between your organization and clinics, hospitals, and/or community arts organizations. (dropdown: does not exist, in development, exists).
42. Describe the reason for your answer to [the previous question / #41]. (2000 character limit)
43. How many agencies make referral/recommendations?
44. What is the total number of referrals?

#### PART IIC. POPULATION DESCRIPTORS

Questions in this section (Part IIC.) are **for research purposes** only; your response will not be used in panel deliberations or for funding decisions related to any future application(s) you may submit to M-AAA or the NEA.

##### AGE GROUP

45. Please select all age groups that your project **intended** to serve directly.
  - No Specific Age Group
  - Children/Youth (0-17 years)
  - Young Adults (18-24 years)
  - Adults (25-64 years)
  - Older Adults (65+ years)
46. If your project focused on serving one or more age groups, then did it succeed in this objective? (dropdown: yes/no)

##### UNDERSERVED/DISTINCT GROUPS

47. Did your project intend to benefit underserved groups/communities? "Underserved groups/communities," in this context, include populations whose opportunities to benefit from arts programming have been limited by factors such as their geography, ethnicity, economic status, and/or disability. (dropdown: yes/no)
48. Select the factors that limit the groups'/communities' opportunities to benefit from arts programming. Check all that apply.
  - Geography
  - Economic status
  - Ethnicity
  - Disability
  - Other limiting factor/s. Please describe: [Text box 100 characters]
49. If your project focused on serving one or more underserved/distinct groups, did your project succeed in serving one or more underserved groups/communities? (yes/no)

#### IIIA. ACQUIRED FUNDING

50. During the grant period, what additional funding did you receive that applied to this project? Provide the amount and a description of the funding.
  - Total Federal Funding

- Federal Funding Description
- Total Matching Funds
- Matching Funds Description
- Total In-Kind Contributions
- In-Kind Contributions Description
- Total Other Funds
- Other Funds Description
- Total Acquired Funding (auto-calculated field)

### **PART IIIB. ADDITIONAL DOCUMENTS**

51. Upload any additional documents that you believe describe your project during the grant period (optional). Examples include: Sustainability Plan, Logic Model, Evaluation Plan, Best Practices/Lessons Learned Documents, Referral Documents, other documents to share with the NEA Creative Forces Team.

### **PART IIIC. Geographic Location of Project Activity** (repeatable section)

52. Venue Name, Street Address, City, State, Zip Code.

53. Venue Latitude (optional). Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the latitude of the NEA's current building is 38.883671.

54. Venue Longitude (optional) Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the longitude of the NEA's current building is -77.021439.

55. Activity title and brief description

56. Number of days during the funded grant period on which activities occurred at this venue

57. Venue Accessibility

Provide information about the venue's accessibility. Select a response to each of the following statements: (dropdown: yes/no/not applicable) (If "not applicable" or "no" are selected, a text box appears: You answered, "Not applicable" or "No" to one of the statements above, please explain.)

- The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.
- The venue has ground-level entry, ramped access, and/or elevators.
- The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.
- The venue has signage at inaccessible entrances with directions to accessible entrances.
- The venue has a wheelchair accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.
- The venue has accessible emergency exits and audio/visual emergency alarms.

Questions or concerns regarding this material?

Contact: **[CONTACT]**

***The Grantee must retain all records regarding this project for three years.***

**PAPERWORK REDUCTION ACT STATEMENT:** The public reporting burden for this collection of information is estimated at an average of two and a half hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving this form and making them as easy to use as possible; please contact [research@arts.gov](mailto:research@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number. The control number for this collection is 3135-0140 and it expires **XX/XX/XXXX**.