

**FINAL NARRATIVE REPORT FOR ALL GRANTEES**

**PAGE 1**

**Please legibly *hand write* all information**

Department of Cultural Affairs, City of Los Angeles  
GRANTS ADMINISTRATION DIVISION  
201 N. Figueroa St., Suite 1400, Los Angeles, CA 90012  
Phone: (213) 202-5566 Fax: (213) 202-5515

\_\_\_\_\_ Fiscal Year of Grant 11-12 \$ \_\_\_\_\_ Total Grant Amount  
Grantee Name

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

\_\_\_\_\_ Contact Person Name \_\_\_\_\_ Contact Person Phone \_\_\_\_\_ Authorized Signature

1. Please indicate the City Council District(s) in which your project took place (check all that apply):

1  2  3  4  5  6  7  8  9  10  11  12  13  14  15

Outside the City of LA in the city of: \_\_\_\_\_

*\* Services outside the City of LA do not qualify unless you receive special approval. If you have such approval you must provide sign-in sheets verifying that people who live or work in the City of Los Angeles were served by your program(s).*

2. Attach a numbered list(s) of dates, street addresses and Council District(s) of all completed services that confirms fulfillment of the number and types of services named on the Appendix B of your legal contract.

3. Please detail results for DCA grant-supported project services below. Report on the total of all services performed (all workshops, presentations and/or other types of services enumerated in your attached answer to Question #2):  
Estimated number of people notified of your DCA-supported services through marketing/outreach: \_\_\_\_\_

Estimated number of persons served directly by programs (in person or via broadcast/internet): \_\_\_\_\_

Determined by:  Headcount  Sign-in  Survey Other (specify): \_\_\_\_\_

Substantiation of exact attendee number (when possible): Sign-in sheets are:  Attached  Not Attached

Estimated audience by gender (provide percentages): \_\_\_\_\_ Female \_\_\_\_\_ Male

Estimated audience by ethnic heritage (provide percentages):

\_\_\_\_\_ African \_\_\_\_\_ Asian \_\_\_\_\_ Latino/Hispanic \_\_\_\_\_ European

\_\_\_\_\_ Middle Eastern \_\_\_\_\_ Native-American \_\_\_\_\_ Pacific Islander \_\_\_\_\_ Other(s):

Programs were presented in multiple languages?  YES  NO

If yes, which languages: \_\_\_\_\_

Estimated audiences by age (provide percentages):

\_\_\_\_\_ younger-4 \_\_\_\_\_ 5-13 \_\_\_\_\_ 13-18 \_\_\_\_\_ 18-25 \_\_\_\_\_ 25-35 \_\_\_\_\_ 35-65 \_\_\_\_\_ 65-older

Was the site accessible to physically challenged attendees?  YES  NO

Was the program interpreted for the hearing impaired?  YES  NO

Could any of the special constituencies listed below be counted among the audience?  YES  NO

If yes, estimate the number (not percentages) of members in those categories you could identify:

\_\_\_\_\_ Adult/Juvenile Corrections Residents \_\_\_\_\_ Artists \_\_\_\_\_ Families  
\_\_\_\_\_ Economically disadvantaged persons \_\_\_\_\_ Gays/Lesbians/Bisexuals/Transgenders  
\_\_\_\_\_ Homeless Persons \_\_\_\_\_ Low Income Persons \_\_\_\_\_ New Arrivals in the United States  
\_\_\_\_\_ People in Addiction or Rehabilitation Groups \_\_\_\_\_ People with Chronic Illnesses (HIV, Cancer...)  
\_\_\_\_\_ Persons with Physical or Mental Disabilities \_\_\_\_\_ Youth  
\_\_\_\_\_ Seniors \_\_\_\_\_ Tourists \_\_\_\_\_ Women  
\_\_\_\_\_ Other (specify): \_\_\_\_\_

4. Report the number of personnel engaged in DCA-grant supported activities (paid with DCA or matching funds):

Full Time: \_\_\_\_\_

Part Time: \_\_\_\_\_

One-time/Occasional/Seasonal: \_\_\_\_\_

## **FINAL NARRATIVE REPORT**

### **PAGE 2**

Answer questions 5-10 on one or two separate pages. Provide answers in 11 or 12-point font. Number each response and type the grantee name in top right hand corner of each additional page.

5. To what measurable degree did the actual audience reflect the intended or anticipated target audience?
6. How were your objective accomplished?
7. How did you ensure public access to the project (marketing, publicity, advertising, community outreach, etc.)? Explain.
8. How did you credit the City of Los Angeles Department of Cultural Affairs (DCA) on all promotional material with either a written phrase or the DCA logo? Attach copies of marketing, advertising, and program materials.
9. Has receiving this grant from the City of LA DCA helped you obtain funds from other sources? Explain. If "yes", please list the name(s) of the source(s) and the amount of the funds received or committed.

**From 2011 onward, DCA will be initiating an e-yearbook for the Mayor, City Council, DCA Commissioners and other stakeholders. You can design one 8 ½ x 11" (vertical format) page for this yearbook. Ideally we would like your page to profile one person (a participating artist or participating resident) who was deeply affected (professionally or personally) by your grant-supported activities. Your page should include a stamp-sized portrait photograph of the person, a 3-sentence biography indicating the person's residence, project role and life-goals, as well as a 200-700 word explanation of how this person's life was transformed by the artistic/cultural experience you provided. While this is not a requirement, it is an opportunity to showcase your/our success. The upper right hand corner of your page should show the grantee (popular or familiar) name.**

Pages will be compiled alphabetically into an impressive 300-page e-publication. In total this yearbook will tell the stories of at least 300 Los Angelinos whose lives have been transformed by art.

I hope you will embrace this added responsibility. While creativity cannot (yet?) be accurately measured with quantitative data; qualitative, anecdotal testimonials – an eye-to-eye photograph with a well-written story -- can relate the power of our results.

We intend to publish this e-book annually in October, for National Arts and Humanities Month.

Submit your yearbook page no later than August 1, 2012 to [joe.smoke@lacity.org](mailto:joe.smoke@lacity.org) with the subject line "official yearbook entry for {grantee name}". Thank you.