|  |  |
| --- | --- |
| OAC_horzlogo_med[black] | **Program Name**  **Payment Invoice** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Number** | |  | |
| **Artist/Contract Name** | |  | | **Contact Person** |  |
| **Contact Person E-mail** | |  | | **Phone** |  |
| **Artist Website Address** | |  | | | |
| **Artist Mailing Address** | |  | | | |
| **Zip Code** | |  | **Is this a change of address?** | | **Yes**   **No** |
| **Project Title** | |  | | | |
| **Project Date(s)** |  | | **Project Location(s)** |  | |

***THIS INVOICE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Number**  **of**   (For example: Invoice 1 of 3) | | **Is this the Final Invoice?**  **Yes**   **No** | | |
| **Original Contract Amount** | $ | **Amount Requested with this Invoice** | $ | |
| **What work was completed to date?** |  | | |
| **Contract Amount Remaining (original amount less prior invoices, but not including this invoice)** | $ | **Balance Remaining (original amount less all invoices, including this one)** | $ | |

*Final Invoice and Written/Oral Report should be submitted/completed within 30 days of completion of services, and*

*NO LATER THAN three weeks prior to the ending date on your contract. Please allow 3 - 6 WEEKS for payment.*

*For Final Report requirements, please go to the Documents tab at:*

*http://www.seattle.gov/arts/cityartist-projects-grant#manage-award*

***Questions?***

*Please contact* [*Irene.Gomez@seattle.gov*](mailto:Irene.Gomez@seattle.gov) *or (206) 684-7310*

***(FOR ARTS & CULTURE USE ONLY)***

Program Name CityArtist Projects Fund # **12400** Line # **\_\_\_\_\_\_\_\_\_\_\_\_**

Contract (PO) # Org # **AR130** Acct # **541130** Proj # **ARAC2002** Activity # **AC2002**

Approved for Payment Date

**FINAL REPORT - INSTRUCTIONS FOR WRITTEN REPORT AND ATTACHMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total # of Artists participating (Unpaid)** |  | **Total # of Paid Artists (part of total # artists)** |  |
| **# of Perf/Exhibit Events/Activities** |  | **Total # Audience Served** |  |
| **# of Free Tickets (part of total aud.)** |  | **# Students/Youth/All Ages/Disabilities or Educators/Parents Served (part of total aud.)** |  |

**NARRATIVE (2 pages/1-hour maximum – to be submitted/completed with FINAL INVOICE ONLY)**

***New*:** CityArtist award recipients have the option this year to make a group oral/in-person report to peers. Oral Reports will cover same content as questions below. Choice of written/oral report is confirmed for contract.

Please provide a brief written/present an oral report on your funded project in terms of the followingtwo main topics. **You do not need to respond to all the questions and bullet points below** – they are meant to suggest things you might discuss. Be candid and as specific as possible. Include specifics or measurables if you have them and we love any anecdotes or quotes that personalize accomplishments. This information helps us account for the impact of our funding on you as an individual artist/curator and the city.

**Please put your name and DBA/LLC at the top of your narrative**.

**1) PROJECT DESCRIPTION & IMPACT OF WORK**

What has been completed for this invoice or describe what actually took place (if different from original project description).

* Describe any unexpected issue/challenge you feel was resolved well and how.
* Was the project a success in ways you didn’t anticipate? Give example(s).
* Tell how this project made a difference to your skills, networks, or work plus the work by other artists or partners.  OR What did you/your group learn about the process of research, development, or presentation?
* Give additional information about educational programs/activities: How you engaged people of any age with classes, study guides, residency, other?

**2) AUDIENCE & PUBLIC BENEFIT**

Describe audience served especially any special audiences you reached (mature, young, teens, disabled, etc.) or ones new to you and your work.

* Share a short story or something situation that stands out to you demonstrating how your project/artists made a difference to audience, community or issue.
* Describe which methods worked best to reach new/different audiences (complimentary tickets, Pay What You Can, transportation, free event, other)?
* If submitting this project again, what would you do differently?

**ATTACHMENTS**

**❒ *REQUIRED – Sample Materials with Credit to the Seattle Office of Arts & Culture***

Attach promotional materials (programs, posters, postcards, press releases, flyers, etc.) showing the

required credit for the Office of Arts & Culture.

❒ *DESIRED –* Send 3-6 high resolution (if possible) electronic photo images of this project.

*Required:* Fill-out/includePhoto Submission Form available at:

http://www.seattle.gov/arts/cityartist-projects-grant#manage-award in the Documents tab.

**Mail your invoice and final report package to:**

Irene Gómez, Seattle Office of Arts & Culture, PO Box 94748, Seattle, WA 98124-4748

**Or Email items to:**

[irene.gomez@seattle.gov](mailto:irene.gomez@seattle.gov)