



Neighborhood & Community Arts Payment Invoice

Contract Number			
Awardee Name		Contact Person	
Contact Person E-mail		Phone	
Awardee Website Address			
Awardee Mailing Address			
Zip Code		Is this a change of address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the <i>fiscal sponsor</i> * for this contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who was the contract for?	
Project Title			
Briefly summarize/list the tasks/services provided for this invoice.			
Project/Event Date(s)		Project/Event Location(s)	

* *Fiscal Sponsor*: A 501(c)3 non-profit that is using their tax-exempt status to umbrella an artist, group or organization that is not a 501(c)3. Answer yes if this invoice is for a contract where you are listed as receiving the payment on behalf of another entity. Answer no if your name was listed on the contract for this invoice.

THIS INVOICE

Invoice Number <input type="checkbox"/> of <input type="checkbox"/> (For example: Invoice 1 of 3)	Is this the Final Invoice? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Original Contract Amount	\$	Amount Requested with this Invoice	\$
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 Report should be submitted 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/neighborhood-and-community-arts-grant#manage-award>

Questions?

Please contact jenny.crooks@seattle.gov or (206) 684-7084

(FOR ARTS & CULTURE USE ONLY)

Program Name Neighborhood & Community Arts Fund # 12400 Line # _____
 Contract (PO) # _____ Org # AR130 Acct # 541130 Proj # ARAC2003 Activity # AC2003
 Approved for Payment _____ Date _____

FINAL REPORT - INSTRUCTIONS FOR WRITTEN REPORT AND ATTACHMENTS

Total # of Artists participating		Total # of Paid Artists (part of total # artists)	
# of Perf/Exhibit Days or Events		Total # Audience Served	
# of Free Tickets (part of total aud.)		# Students/Youth Served (part of total aud.)	

NARRATIVE (2 pages maximum – to be submitted with FINAL INVOICE ONLY)

Please provide a brief report on your funded program in terms of the following two 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 your organization and the city.

Please put the name of your organization at the top of your narrative.

1) PROJECT DESCRIPTION & IMPACT

- Briefly describe your project (what actually took place)
- Evaluate your project in terms of your artistic and any other goals. Which goals were met, and how? Were there any surprises? What would you do differently next time?
- Did this project have any particular impact(s) on your organization/group? Did it create any unexpected opportunities? If so, what were they?
- Share a story or other indicator or recognition that may help us understand the impact of your project for your community, your art form, group/organization etc. (Quote or e-mail from a participating artist, new work developed or presented, an award, a service not otherwise available in Seattle, etc.)

2) AUDIENCE & PUBLIC BENEFIT

- Please describe as specifically as possible the audience served. Note any special audiences you reached. Any audiences new to you?
- Describe any special access and other public benefits built into the project – Pay What You Can, educational services, outreach efforts, community partnerships.
- Share a story or something that stands out to you as demonstrating the audience, educational and/or community impacts of your project.

ATTACHMENTS

REQUIRED – Sample Materials with Credit to City

Attach up to 3 samples (not 3 copies of the same sample) of promotional materials (programs, posters, mailers, press releases, advertisements) showing the required credit for the Office of Arts & Culture.

DESIRED – Send high resolution electronic photo images of this project.

Required with the images: Please fill out the **Photo Submission Form** available at <http://www.seattle.gov/arts/neighborhood-and-community-arts-grant#manage-award> in the Documents tab and submit by e-mail with your photos.

Email your Invoice and Final Report items to:

Jenny.crooks@seattle.gov

Or Mail your Invoice and Final Report package to:

Neighborhood & Community Arts, Seattle Office of Arts & Culture, PO Box 94748, Seattle, WA 98124-4748