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| --- | --- |
| OAC_horzlogo_med[black] | **Cultural Facilities Fund**  **Invoice** |

|  |  |  |
| --- | --- | --- |
| **Contract Number** |  | |
| **Organization Name** |  | | **Contact Person** | |  | |
| **Contact Person email** |  | | **Phone** |  | | |
| **Mailing Address** |  | | | | | |
| **Zip Code** |  | **Is this a change of address?** | | | | **Yes**   **No** |
| **Briefly summarize/list the tasks/services provided for this invoice.** |  | | | | | |

***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** | $ |
| **Contract Amount Remaining (original amount less prior invoices, but not including this invoice)** | $ | **Balance Remaining (original amount less all invoices, including this one)** | $ |

*You may submit up to ONE INVOICE per MONTH.*

***REQUIRED: Please attach proof of expense (receipts, invoices from vendors to you, etc.)***

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

Program Name **Cultural Facilities Fund** Fund # **12400** Line # **\_\_\_\_\_\_\_\_\_\_\_\_**

Contract Number Org # **AR140** Acct # **541130** Proj # **ARAC4000** Activity # **AC40001**

Approved for Payment Date

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

*Final Invoice and Report should be submitted within 30 days of completion of your project, and*

*NO LATER THAN three weeks prior to the ending date on your contract.*

*Please allow 3 - 6 WEEKS for payment.*

*Questions? Please contact* [*Kathy.hsieh@seattle.gov*](mailto:Kathy.hsieh@seattle.gov)

**Is your facility’s listing at** [**SpaceLab NW**](http://spacelabnw.org/) **up to date?**

**Please begin by creating or updating your listing there.**

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

Please provide a brief report on your funded program 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 your organization and the city.

1) **PROJECT DESCRIPTION & IMPACT**

* Briefly describe your project (what actually took place).
* Evaluate your project in terms of your 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 or your ability to serve your community? Did it create any unexpected opportunities? If so, what were they?

2) **PUBLIC BENEFIT**

* Describe any special access and other public benefits built into the project – how has the project created greater accessibility and/or opportunity for your community and especially for those most impacted by structural racism?
* Share a story or something that stands out to you as demonstrating the benefit your project has had for your audience, artists and/or community.

**ATTACHMENTS**

**❒ *REQUIRED – Credit to City***

Many organizations list capital donors together on a permanent wall display. An image of our office name on such a display would be great. Alternatively, you may choose to install a plaque or other type of capital donor recognition directly on the thing we funded. This is great as well, just send us a picture of it.

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

*Required with the images*: Please fill out the Photo Submission Form and submit by email with your photos.

**Email (preferred) items to:**

[Kathy.Hsieh@seattle.gov](mailto:Kathy.Hsieh@seattle.gov)

**Or, mail your invoice and final report package to:**

Kathy Hsieh, Seattle Office of Arts & Culture, PO Box 94748, Seattle, WA 98124-4748