



OFFICE OF ARTS & CULTURE
CITY OF SEATTLE

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Title			
Project Date(s)		Project Location(s)	

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 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 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 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 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/include Photo 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