



## PROJECT EVALUATION FORM

Grantee \_\_\_\_\_ App # \_\_\_\_\_

Project Title \_\_\_\_\_ Total award \$ \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Unused grant funds must be returned to the Worcester Arts Council by check, made payable to "Worcester Arts Council," and mailed to Worcester Arts Council, 455 Main Street, Room 409, Worcester, MA 01608.

*If less than the full award was used:* Amount spent \$ \_\_\_\_\_ Returned to WAC \$ \_\_\_\_\_

Send the following items along with this form within 2 weeks of project completion, or within 1 year of the date of your award letter, whichever comes first:

1. Evidence that the event took place,
2. Evidence WAC and the MCC were credited as outlined in Grantee Credit and Publicity Requirements. This proof can include an event program, news article, press release, photos, social media posts, etc.
3. Detailed accounting of how WAC funds were spent. In addition to a budget outlining these expenses, proof of payment (receipts, copies of checks, bank statements, etc) are required.

Please evaluate your #WACfunded project (feel free to attach an additional sheet if needed):

1. Brief project description:
2. Describe results of the project, including how many adults and children participated, and how many artists were directly involved:
3. Describe how project or event enhanced the cultural life of the community:
4. Describe any problems with the project and lessons learned for future improvement:
5. (Optional) Anything else you would like to share with WAC or MCC?