

## Tips for Local Capacity Building Final Reports

### *During the Project:*

- Reread your proposal periodically. Are you incorporating all aspects of your proposal in the instructional process during the project?
- Are you monitoring achievement and success during the project and adjusting as needed?
- If problems arise, what changes do you need to make? Are they significant enough to the proposal that you will need to notify The ARTS to get authorization for the changes? Ex. changing artists
- Have you sent a calendar of events to The ARTS so we can attend or audit?
- Have you notified the media?

### *After the Project—submitting the final report*

- Final reports should reflect the successes or challenges of the proposed project. The report should align with the goals or outcomes stated in the proposal. For example: If the proposal stated the accomplishment of goals in three academic Learning Standards areas (including the arts), report what the students learned and to what degree the arts integrated unit helped with this accomplishment. Include copies or photos of student work to illustrate this.
- Filling the final report is primarily the responsibility of the contact person, however any part of the partnership may compile the final report. Ways to accomplish the final report with input from all stakeholders might look like this:
  - Copy the final report and hand it out to all stakeholders and have them write a few things under each category collect them and summarize.
  - Call a meeting of all stakeholders after the program is over and ask all folks to reflect and respond to the final report questions. Record, refine, and submit.
  - Have all stakeholders read the final report before it gets sent to The ARTS.
- If final reports are not submitted, your group will not qualify for a new round of funding the next year. So final reports are important. All stakeholders (teachers, teaching artists, arts organizations, parents, students) are equal partners in these projects. Remind folks of that going in and the final report process will be a whole lot easier in the end.