



Arts for Oakland Kids

Final Report on Program Funded

NOTE: If your program extends beyond one semester, please complete a form promptly at the end of each semester, including a separate budget.

1. **Summary** of completed arts education program (attach **Program Accomplishments Report** and **Funding Report**—see #10, *Attachments*, below)

- Program Title: _____
- Artistic Discipline:
Literary___ Musical___ Performing___ Visual___ Other___
- Program Description (1-2 sentences maximum):

2. **Period of completed program:** Beginning _____ Ending _____

3. **Student-Instructor Time**

Grades: _____

Average size of
classroom: _____

Age(s): _____

Number of classes that
participated in this
program: _____

Total Instructor-student
hours* for this project: _____

*Calculate the instructor-student hours by completing **Worksheet Item #11** at the end of this form.

4. **Instructor(s)/Artist(s)** name, email/phone/fax):

5. Identify each **location(s)** where instruction was provided.

School name(s):

School address(es):

Planning Area (if unknown, omit): West Oakland___ Chinatown/Central___
San Antonio___ Fruitvale___
Central East Oakland___ Elmhurst___

North Oakland__ Lower Hills__
North Hills__ South Hills__

6. Contact information (name/email/phone/fax) for the **school principal(s)** for each location where instruction was provided:

Name: _____
Email: _____
Phone: _____
Fax: _____

7. **Funding** Attach Funding Report—see below.

Total cost of completed program: _____
Funding received from AOK: _____

8. **Program Administrator(s)** if different from preparer of this form (see next item):

Name/Title: _____
Organization: _____
Full Address: _____

Email/Phone/Fax: _____

9. **Person preparing** and submitting this report, if different from Program Administrator (see previous item):

Name/Title: _____
Organization: _____
Full Address: _____

Email/Phone/Fax: _____
Date: _____

10. **Attachments**

- *Program Accomplishments Report.* In your own words, on a separate piece of paper, please describe briefly what was created, learned, and accomplished with AOK funding. Include comments from students, parents, teachers, etc. Please include images (digital photos in JPG format are preferred), videos, sound recordings, or 2-3 short handwritten thank you notes from program participants. Any additional support materials are welcome.
- *Funding Report.* On a separate piece of paper, provide a **detailed income and expense report** for the completed program. Show clearly how AOK grant funds were used.

11. Instructor-Student Time Worksheet (see Item #3 above)

How many instructors participated in this program this semester? _____

Did the instructors teach in teams *together* (simultaneously) or *individually* (sequentially)?

Please complete appropriately **one** of the following tables to show how many instructor-taught program hours were provided to students during the course of 1 semester:

Individual Instructor (for ONE artist/instructor or multiple artist/instructors who taught sequentially over the semester)

		Instructor #1	Instructor #2	Instructor #3
A.	Hours taught per class session			
B.	Classroom sessions per week			
C.	Children per session			
D.	Weeks per semester			
	Sub-total (multiply A x B x C x D):			

TOTAL HOURS (add sub-totals for all columns and enter here and for Item #4): _____

Team Instruction (for one or more TEAMS of two or more instructors who taught together)

		Team #1	Team #2	Team #3
A.	Number of instructors in a team			
B.	Hours team-taught per class session			
C.	Classroom sessions per week			
D.	Children per session			
E.	Weeks per semester			
	Sub-total (multiply A x B x C x D x E):			

TOTAL HOURS (add sub-totals for all columns and enter here and for Item #3): _____

Please return this report by email (reports@artsforoaklandkids.org), fax, or by postal mail to:

Arts for Oakland Kids
3871 Piedmont Ave #11
Oakland, CA 94611

This report and its attachments become the property of Arts for Oakland Kids.
 If you have any questions or need help in filling out this report, please contact us.