

## Final Report Instructions - Program Year 2021-2022

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The 2021-22 Final Report includes three parts:

- Part 1 – Contract Deliverables: Report on work completed during the Spring Quarter (and/or work completed during other quarters of the 2021-22 funding cycle, as appropriate for your contract)
- Part 2 – Full Year Review: Program Data
- Part 3 – Full Year Review: Narrative Questions

**Final Reports are due by July 25, 2022.** We will be able to pay your final invoice after you've demonstrated the completed work on your contracted deliverables and submitted a complete final report. Meeting this deadline is important for our internal finance and reporting timelines. We are able to offer support in meeting this deadline: attend the Information Session listed below, or contact us directly to schedule a time to walk through any questions.

The 2021-22 Final Report Form is in your Submittable account. To find it, you can either refer to the notification email from Submittable informing you that a new form has been added to your account and clicking the link there, *OR* by following these instructions:

1. Sign into your Submittable account
2. Click on your City of Tacoma – Office of Arts & Cultural Vitality - 2021-2022 Tacoma Creates application (you should see a submission date of February or March, 2021)
3. Click on the “Forms” tab
4. There, you will see the final report form—click on the “Continue” button to access the form

**Why does this matter?** In addition to providing accountability for the use of sales tax revenue, the data and stories you provide in the report will support Tacoma Creates in telling our collective story. How is this funding making an impact in Tacoma? How are we expanding access to arts, culture, heritage, and science programming, and youth education programs in these areas? How are we supporting programming by and for culturally or ethnically specific communities and other underrepresented groups? How are we building sustainability for the cultural sector in Tacoma?

The information you share will inform our annual report to the community and to Tacoma City Council.

**Support is available.** Tacoma Creates staff will provide an optional information session to support your understanding of how to complete the Final Report. This session will be recorded and posted online for those unable to attend.

- Monday, June 27<sup>th</sup>, 2-3pm  
To register, visit <https://us02web.zoom.us/meeting/register/tZwucemgrDIsHdJZMWNFEObfBcoVARKdHPM>
- Thursday, July 7<sup>th</sup>, 4-5pm  
To register, visit [https://us02web.zoom.us/meeting/register/tZEuc-mtqjwrHtLdO0rs6PA\\_CyJqJfF51dvt](https://us02web.zoom.us/meeting/register/tZEuc-mtqjwrHtLdO0rs6PA_CyJqJfF51dvt)

If you need additional assistance in understanding or completing the 2021-22 Final Report, please reach out to Clarissa Gines at [cgines@cityoftacoma.org](mailto:cgines@cityoftacoma.org), or Lisa Jaret at [ljaret@cityoftacoma.org](mailto:ljaret@cityoftacoma.org).

## PART 1 – REPORTING ON RECENT CONTRACT DELIVERABLES

For Part 1 of this report, you will provide information on your organization most recently completed contract deliverables. For most organizations, this will be your spring quarter deliverables (April-June, 2022). If you have completed any deliverables that were carried forward from a previous quarter, please report on those in Part 1 as well. *For organizations with a one-time-programming contract, Part 1 is where you will report on all deliverables in your 2021-22 contract.*

The deliverables that you need to report on are listed in the Exhibit A of your contract. You should include any Expanded Learning Opportunity or Tacoma Public Library programs that your organization completed. If you can't locate your list of deliverables, please email Clarissa or Lisa for assistance.

To demonstrate your work, include basic details about when/where/how programming happened, and provide links to online materials and/or upload support materials such as photos or videos, examples of communication or curriculum materials, etc.

**The 2021-22 funding cycle ends on June 30, 2022, and all deliverables must be fully completed by this date.**

### UPLOAD YOUR INVOICE

You may upload your invoice in this section of the report.

If you were unable to fully complete all of the planned work (deliverables) outlined in your contract, it may be inappropriate to invoice for the full funding amount. If this is the case, only invoice for work that has been completed.

Your invoice should include:

- Your organization's (or your fiscal sponsor's) name and contact information
- Invoice date
- Summary of services rendered (this can be your list of completed contract deliverables)
- For Impact Funding organizations, include any ELO or TPL amounts as appropriate
- Amount requested

Invoice should be made out to:

City of Tacoma  
Tacoma Creates  
747 Market Street, Room 900  
Tacoma, WA 98402

*SPECIAL EXCEPTION for Asia Pacific Cultural Center, Hilltop Artists, Rainbow Center, and Spaceworks Tacoma. These organizations are fully transacting in Ariba and invoices from these organizations must be submitted through Ariba vs. being attached in the Final Report. Please ensure that the invoice number you submit in Ariba is no more than 16 characters long, otherwise, it may not process/pay correctly. For these organizations, you will need to upload a blank Word document, in order to move forward with submitting your Final Report.*

## PART 2 – FULL YEAR REVIEW: PROGRAM DATA

*This part of the report covers Tacoma Creates-supported work completed throughout the full program year, from July 2021 through June 2022.*

There are five areas of this part of the report:

1. **Program Summary Chart** – complete this chart to provide details about your Tacoma Creates-supported events and programs (*required for all organizations*)
2. **Expense Tracking** – upload documentation showing how your Tacoma Creates funding was allocated (*required for all organizations*)
3. **Neighborhood Programming** – complete this chart to show which neighborhood(s) were part of your Tacoma Creates-supported programming (*required for all organizations*)
4. **Tacoma Public Schools programs** – complete this section to provide details about the TPS schools you worked with (*required for organizations who used Tacoma Creates funds to support Expanded Learning Opportunity programs or other education programs in partnership with TPS*)

### PROGRAM SUMMARY CHART

The Program Summary Chart is how you will share data about your Tacoma Creates-supported General Public Programs and Youth Education Programs, so that we can tell the collective story of how Tacoma Creates funds are supporting public engagement.

This year's chart is designed for you to track and report on programs one quarter at time, adding each quarter to *the same document* throughout the program year until it is completed for the full contract year (July 1, 2021 – June 30, 2022.) You can use this chart as a way to organize how you collect data about your programs.

Please provide as much detail as possible, so that we can include your efforts in the stories we tell about the impact of Tacoma Creates funding. Each column area is described below, but if you have further questions about how to report on your organization's programs, please contact staff at the emails listed above.

For organizations providing on-going programming, you should use your previously submitted Program Summary Chart, and add onto that document. The Program Summary Chart that you upload in your Final Report should list ALL events supported by Tacoma Creates during the 2021-22 funding year. For organizations providing one-time programming, you can download a blank Program Summary Chart here: [https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC\\_2021-22ProgramSummaryChart.xls](https://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TC_2021-22ProgramSummaryChart.xls).

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Start by entering your organization's name at the top of the document, and then complete the chart using the following instructions:

Complete this chart quarter by quarter:

- Column A lists the timeframe for each quarter; enter your Tacoma Creates supported programs in the lines designated for the appropriate quarter, and so on throughout the year.

#### Program/Event Overview:

- **Column B:** List the name of the program or event. If you had a program that included a series of events, you can consolidate them all on one line.
- **Column C:** Is this a General Public Program, or a Youth Education Program? Use the pull-down menu to indicate the program type. Youth Education Programs are classes or workshops that

are exclusively for youth under the age of 18; all other public programs would be General Public Programs.

- **Column D:** Program Location – Use the pull-down menu to indicate whether this program/event was In-Person, Online, or Hybrid (with public participation happening both In-Person and Online).
- **Columns E, F, and G:** For In-Person or Hybrid events, enter the event location. If this event was online only, you may leave these columns blank.

#### Frequency and Participation:

- **Column H:** Enter the number of times that this program/event happened
- **Column I:** Enter the total number of days on which this program/event happened
  - Example: if you produced a festival, exhibition, or play that ran for 2 weekends, you might count this as 1 event (Column H) that happened on a total of 6 days (Column I)
  - If the number of events is the same as the number of days, it's okay to have the same number in both columns.
- **Column J:** Enter the total number of in-person attendees. *If you don't know the exact number, you may provide an estimate. If you did not have any in-person attendees, you may list 0.*
- **Column K:** Enter the total number of online participants or views. *If you don't know the exact number, you may provide an estimate. If you did not have any online participants or views, you may list 0.*

#### Participant Identity and Access:

- **Column L:** Use the pull-down menu to select which Primary Age group you served. *Did this program/event focus on or primarily serve a specific age group? If not, it is fine to select All Ages/No primary age group.*
- **Column M:** List any specific identity groups that were primary participants at your event.
  - Did this program/event focus on or *primarily* serve particular identity groups, especially any that have been historically marginalized or underserved?
  - This is an open field – you may consider listing, as appropriate, specific racial or ethnic backgrounds, members of the LGBTQ+ community, people with physical or mental disabilities, active duty military or veterans, lower income households, speakers of a specific language, residents of a specific neighborhood, etc.
  - Please be specific about the identity group(s) served (e.g., which backgrounds, languages, disabilities?)
  - If no specific identity groups made up a significant percentage of participants for this program/event, that is fine - you may leave this blank or write “general public.”
- **Column N:** Use the pull-down menu to indicate whether your program/event was free for *all* participants
  - If it wasn't free for everyone, but had free access available – such as complimentary tickets or full scholarships, use the pull-down menu to indicate the approximate percentage of participants who used a free access option in **Column O**
  - If it wasn't free for everyone, but had reduced-price access available – such as a pay-what-you-will option, special discounts for certain groups, or partial scholarships, use the pull-down menu to indicate the approximate percentage of participants who paid a reduced-price in **Column P**
- **Column Q:** If you have anything you would like to clarify about the data shared about your program/event, you may explain here.
- **Column R:** If you have any additional comments, you may include them here.

Once you've completed this chart, you will need to save the document on your computer, and then upload it to the Submittable report form. Note that this document must be saved as an Excel file, either ".xls" or ".xlsx."

### **EXPENSE TRACKING**

This is where you will provide an overview of how your organization used Tacoma Creates funds during the 2021-22 funding cycle.

You may use the Expense Report Form that is in the Submittable report, or you may upload your own tracking document that shows how Tacoma Creates funds were allocated. If you use your own format, we encourage you to include expense categories such as staff, contractors, supplies, rentals, marketing, and overhead, but you may determine the level of detail and the specific categories that are appropriate for your organization. In whatever format you use, your documentation should demonstrate how Tacoma Creates funds were spent, and the total Tacoma Creates-supported expenses should match your total Tacoma Creates funding for the year.

### **NEIGHBORHOOD PROGRAMMING**

Providing programming in different parts of the city is an important goal for Tacoma Creates funding, and we want to track how funds were allocated for different neighborhoods. Consider where your Tacoma Creates-supported public programming took place within the City of Tacoma, and which of your programs took place online, and think about how your Tacoma Creates funds were used to support these programs.

Use this [map](#) to see the geographic boundaries for each neighborhood. Think about all of your in-person and online programming supported by Tacoma Creates funds, and assign an approximate percentage of funding that went into each neighborhood location listed on the chart, and the percentage that went into online programming.

This is about geographic access to public programs, so it is about where people were when they engaged with your programs, which may be different than where the programs were developed or filmed.

### **TACOMA PUBLIC SCHOOLS / PUBLIC SCHOOL CULTURAL ACCESS PROGRAM (PSCAP)**

For organizations who provided Youth Education Programs in partnership with Tacoma Public Schools, you will need to complete this section, which asks about your specific school partners, and an approximate amount of Tacoma Creates funding that was allocated towards this work.

## PART 3 – FULL YEAR REVIEW: NARRATIVE QUESTIONS

*This part of the report covers Tacoma Creates-supported work completed throughout the full program year, from July 2021 through June 2022.*

These questions provide a storytelling opportunity for you to share how Tacoma Creates funding has supported your work in public programming, youth education, equity and access, and sustainability and growth. There will also be an opportunity for you to share suggestions for capacity building support, and to provide feedback for Tacoma Creates staff.

The following questions are included in the 2021-22 Final Report – you will see that under each question, there are suggested prompts that may inform what information you share. *You are not required to address every suggested prompt listed under each question; think about which prompts make sense to your organization and provide the information that feels most relevant to you.*

Please be honest about any challenges as well as successes. Note that the information you submit here does not impact future funding. The more specific information you share with us, the more data we'll have to understand and share the impact of Tacoma Creates funding as a whole. Your input also helps us make administrative modifications in future funding cycles to better support our funded organizations and our community.

- 1. Tell us about the key accomplishments of your GENERAL PUBLIC PROGRAMS (serving adults, or all-ages, or families). What are the most important or meaningful ways in which your work contributed to a vibrant Tacoma community? (500 word limit. Note: If you are in the Impact Funding category and were ONLY providing Youth Education Programs, you may write “not applicable” and skip to the next question.)**

In your response to this question, you might consider including:

- Key highlights of your work and how this work created value for people in Tacoma
  - Ways that community members actively engaged in this work, particularly in ways beyond observing as audience members
  - How you measured and evaluated success in these programs, and what you've learned about your strengths and/or opportunities for improvement
  - Examples of any “pandemic pivots” for your general public programs, or a story about your most impactful pivot or other organizational growth or change in the past year
- 2. Share the key accomplishments in your YOUTH EDUCATION PROGRAMS (participatory education classes/workshops/camps specifically for youth under 18). What are the most important or meaningful ways in which your work contributed to youth development? (500 word limit. Note: If you are in the Impact Funding category and were ONLY providing General Public Programs, you may write “not applicable” and skip to the next question.)**

In your response to this question, you might consider including:

- Key highlights of your work and how this work created value for young people in Tacoma
- Examples of student engagement or student learning outcomes
- How you measured and evaluated success in these programs, and what you've learned about your strengths and/or opportunities for improvement

- d. Examples of any “pandemic pivots” for your youth education programs, or a story about your most impactful pivot or other organizational growth or change in the past year
3. **Tell us about your work to expand EQUITY AND ACCESS in both internal organizational work and public-facing work. (500 word limit)**

In your response to this question, you might consider including:

- a. Examples of expenses you supported with Tacoma Creates funds to support equity work - share allocation amounts, as appropriate
  - b. Examples of how you increased access or reduced barriers for your programming
  - c. Examples of new or expanded equity work inside your organization
  - d. Examples of how any new or expanded partnerships supported your equity and access work
  - e. Examples of how participation in the JEDI work led by Colemon & Associates impacted your internal organization’s work and/or your public facing work
4. **How did Tacoma Creates support your organization’s SUSTAINABILITY AND/OR GROWTH over the last year? (500 word limit)**

In your response to this question, you might consider including:

- a. Examples of any investments in your staff, board, or volunteers, or in your organization’s infrastructure (equipment, materials)
  - b. Examples of any expanded work related to marketing/communications, program evaluation, or other organizational efforts
  - c. Examples of any new or expanded collaborations with organizations inside and/or outside the cultural sector
  - d. Examples of paid work for individual artists or other creatives or cultural workers
5. **Are there any areas of CAPACITY BUILDING support that would benefit your organization? Any specific trainings, workshops, or resources that would help address organizational challenges? (400 word limit, optional)**
6. **Do you have any feedback for Tacoma Creates staff? Are there ways that Tacoma Creates staff can improve systems, communications, or other efforts to better support your work? (300 word limit, optional)**

### BEFORE YOU CLICK THE SUBMIT BUTTON...

Make sure you’ve done the following:

- Responded to all required narrative and short-answer questions
- Uploaded your invoice for work completed
- Completed, saved, and uploaded your Program Summary Chart
- Completed the Expense Report Form, *or* uploaded alternate expense documentation
- Completed the Neighborhood Programming Chart