Tacoma Creates

FINAL REPORT INSTRUCTIONS

The Final Report includes three parts:

- Part 1 – Contract Deliverables Report: Demonstrate work completed during the Spring Quarter (and/or work completed during other quarters of the 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 25th.
We will approve your final invoice after your final report is complete. Meeting this deadline is important for our internal finance and reporting timelines.

The Final Report Form is in your Submittable account. To find it, you can refer to the notification email from Submittable and clicking the link there, *OR* by following these instructions:

1. Sign into your Submittable account
2. Click on your City of Tacoma – Arts & Cultural Vitality Division – Tacoma Creates application (you should see a submission date of February or March)
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. Consider the following questions:

- 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 is available to answer any questions and provide assistance in understanding or completing the report! We encourage you to reach out to Tacoma Creates staff at tacomacreates@tacoma.gov for support.

PART 1 — REPORTING ON RECENT CONTRACT DELIVERABLES

For Part 1 of this report, you will provide information on your organization's most recently completed contract deliverables. For most organizations, this will be your Spring Quarter deliverables (April – June). 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 contract.

You will demonstrate completion of your deliverables through these three components:

- **Program Summary Chart** – to track public programs you produced, and share locations of and attendance at those programs
- **A brief narrative** – to share details about your work
- **Support material** – to share documentation of your work

The deliverables that you need to report on are listed in the "Exhibit A" section of your contract. For assistance with understanding this section of your contract please refer to this document or contact staff for support.

The funding cycle ends on June 30th. All deliverables must be fully completed by this date.

PROGRAM SUMMARY CHART

The Program Summary Chart is where you will list the Tacoma Creates-supported General Public Programs and/or Youth Education Programs that your organization produced. This is how you will share information about the locations of and participants at your programs, so that we can tell the collective story of how Tacoma Creates funds are being used to engage community. There are detailed instructions on how to complete the Program Summary Chart on the second tab of the document.

If you have an *ongoing programming* contract and have been reporting/invoicing quarterly, please use the same document as you've used for your previous reports, adding in data for the Spring Quarter programs.
For organizations doing *one-time programming*, you can find the chart linked in the report. Please fill in the data for the appropriate quarter when your programming occurred.

NARRATIVE RESPONSE AND SUPPORT MATERIAL

To demonstrate completion of your work – in addition to the location and participation information shared in the Program Summary Chart for public programs, tell us a little about when and how your deliverables were completed, and/or the successes or challenges in implementing the work. To demonstrate your work, provide links to online materials and/or upload **support materials** such as photos or videos, or examples of communications or curriculum materials, etc.

If you share photos or videos with Tacoma Creates, we assume that you have permission from both the photographer and the subjects of the photo. By sharing photos, videos, and other documents, you are giving permission to Tacoma Creates staff to use these materials in their communications, including social media posts, and reports to City Council and the community.

Here is an example with two deliverables (in bold), and sample reporting information that covers the kind of information we would like to see. You will find the specific deliverables for your organization in Exhibit A of your contract.

- **Produce 2-4, 1-hour public workshops about food history in America, serving a total of at least 50 people.**
  Our biggest success was the workshop on noodles on 8/1 - 32 people attended, including two families that came with three generations of noodle enthusiasts! See uploaded photos. We had lower turnout for the lectures on fruits (8/15, 15 people) and veggies (8/30, 10 people), but we made a great partnership with a local restaurant that's going to co-produce our next workshop series.

- **Open new exhibit, featuring at least 6 artists, and including 2 special events.**
  Our "Leftovers Forever" exhibit opened on July 15 and will run through September 15. It features the artworks of 8 artists, and 3 interactive learning stations. Our opening weekend event featured free admission and local

musicians. Our second special event was an educator night, where we debuted a new curriculum (see upload) – this was a new approach for us, and we were excited that 14 teachers came – 10 from TPS.

UPLOAD YOUR INVOICE

You may upload your invoice in this section of the report. The amount you may invoice for each quarter is listed in the Exhibit A section of your contract. If you were unable to fully complete all 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)
- If your contract indicates additional funding for programs in partnership with Tacoma Public Schools (Beyond the Bell / Club B) or Tacoma Public Library, indicate the amount as a separate line item
- Amount requested

Invoice should be made out to:

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

SPECIAL NOTE for organizations that are fully transacting in Ariba: in addition to including your invoice in this form, you must also submit your invoice directly through Ariba. Please ensure that the invoice number you submit in Ariba is no more than 16 characters long and that it is not a duplicate of an invoice number you have already used, otherwise, it may not process/pay correctly.

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 through June.

There are three areas in this part of the report:

1. **Expense Tracking** – complete this chart to show how your Tacoma Creates funding was allocated *(required for all organizations)*
2. **Neighborhood Program Funding** – complete this chart to show how your Tacoma Creates funds were allocated for programming you produced in different neighborhoods *(required for all organizations)*
3. **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 Beyond the Bell / Club B / Summer Late Nights programs or other education programs in partnership with TPS)*

EXPENSE TRACKING

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

In the Expense Report Form in the Submittable report, summarize your expenses in the following categories: Staff Wages & Benefits; Contractor and Consultant Fees (including artists); Supplies, Materials, & Equipment; Promotion,

Marketing, Communications; Facility Rental or Maintenance; General Administration, Insurance, Other. The total expenses listed in this form should match your total actual Tacoma Creates funding for the year.

NEIGHBORHOOD PROGRAM FUNDING

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 programming in different neighborhoods. Consider where your Tacoma Creates-supported public programming took place within the City of Tacoma, which of your programs took place online, and think about how your Tacoma Creates funds were used to support these programs.
In the chart provided, assign an approximate percentage of your Tacoma Creates funding that went into producing programming that took place in the different neighborhood locations, as well as the percentage of funding that supported online programming. Use this neighborhood map to see the geographic boundaries for each neighborhood.

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

For organizations who provided Youth Education Programs in partnership with Tacoma Public Schools, including classes for Beyond the Bell / Club B / Summer Late Nights, 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 through June.

These questions provide a storytelling opportunity to share how Tacoma Creates funding has supported your organization's public programming, youth education, equity and access, and sustainability and growth. You may also share suggestions for capacity building support and provide feedback for Tacoma Creates staff.

The following questions are included in the Final Report – under each question, there are suggested prompts that may inform what information you share. You are not required to address every prompt listed under each question; think about which prompts make sense for your organization and provide the information that feels most relevant to you. These prompts align with success criteria for Tacoma Creates funding programs.

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. Please be honest about any challenges as well as successes. Your input also helps us make administrative modifications in future funding cycles to better support our funded organizations and our community.

Think about how your work created value for people in Tacoma, and why it mattered. For all of the questions below, consider how your work intersects with other shared community goals and City Council priorities, such as environmental justice, community safety, workforce development, support for mental and physical health, and civic engagement.
Note: These four questions appear in the Final Report for Impact Funding; for organizations in the Comprehensive Organizational Support category, questions 1 and 3 are split into two separate questions.

1. **Share a few key accomplishments of the GENERAL PUBLIC PROGRAMS AND/OR YOUTH EDUCATION PROGRAMS that you produced using Tacoma Creates funds this funding year. What are the most important or meaningful ways in which your work contributed to a vibrant Tacoma community, or to youth development?** *(500-word limit. Note: General Public Programs includes all public programming that is not exclusively for youth under age 18. Youth Education Programs are participatory education classes, workshops, or camps exclusively for youth under age 18.)*

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

a. A couple of program highlights that best demonstrate how your work creates value and positive impact for people and/or youth in Tacoma
b. Examples of how community members actively engaged in this work, particularly in ways beyond attendance at programs/events
c. How you measured and evaluated success in these programs, and what you've learned about your strengths and/or opportunities for improvement
d. Quotes from and/or stories about program participants that demonstrate program impact

2. **Tell us about your work to expand and/or deepen EQUITY AND ACCESS in both internal organizational work and public-facing work. This can be through Tacoma Creates-supported opportunities with Colemon & Associates, and/or other organizational efforts. Has your organization engaged in any capacity building work related to Justice, Equity, Diversity and Inclusion (JEDI), and if so, what were some specific successes or challenges?** *(500-word limit)*

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

   a. Equity-informed changes in the makeup of or support for your staff, board, or volunteers
   b. Specific, measurable work to improve equity and access through organizational policies, practices, or infrastructure
   c. Internal equity work such as professional learning opportunities, internal committees, etc., and the impacts of this work
   d. Specific new or continuing practices that address barriers and create access to your programs
   e. Engagement with communities/neighborhoods outside your primary audience or primary location
   f. Specific work to support or engage with culturally or ethnically specific communities and/or other historically underrepresented or marginalized groups
   g. Events or programs that were specifically designed to engage a specific identity group (racial, ethnic, LGBTQIA+, disability, etc.) that is new or different from your primary audience, and how your process broadened or deepened your organization's relationship with the community

3. **How did Tacoma Creates support your organization's SUSTAINABILITY AND/OR GROWTH over the last year? Are there areas of CAPACITY BUILDING you plan to pursue, or would like to pursue in the coming year?** *(300-word limit)*

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

   a. Programs or events that you were able to sustain, improve, add, or expand based on Tacoma Creates funding
   b. Investments in or expansion of your staff, board, or volunteers, including paid work for individual artists or other creatives or cultural workers
   c. Investments in or expansion of your organization's infrastructure (equipment, materials)
   d. New or deepened relationships or collaborations with organizations inside and/or outside the cultural sector that impact your public programs
   e. Expanded work in marketing/communications, program evaluation, program documentation, or other organizational efforts
   f. Access to professional learning opportunities
   g. Specific capacity building trainings, workshops, or other resources that would support your organization's sustainability or growth

4. **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)*

BEFORE YOU CLICK THE SUBMIT BUTTON….

Make sure you have done the following:

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