Tacoma Creates

QUARTERLY REPORT INSTRUCTIONS

For Tacoma Creates-funded organizations with quarterly contract deliverables, there are reports available in September, December, March, and June, with the June report also being a Final Report for the full contract year.

The purpose of each report is to:

- Demonstrate the completion of your organization's contracted deliverables (your planned programs/services)
- Upload your invoice for the quarter
- Help Tacoma Creates staff understand your work and its impact

Once this report is submitted and reviewed by staff, we will issue payment for the completed work.

The Quarterly Report can be found 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 should see the quarterly report form listed – click on the "Continue" button to access the form

There are three ways for you to demonstrate completion of your quarterly deliverables:

- **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.

PROGRAM SUMMARY CHART

In the first part of the report, you will complete a **Program Summary Chart**, where you will list the Tacoma Creates-supported General Public Programs and/or Youth Education Programs that your organization produced each quarter. This is where you will share information about the locations of and attendance at your programs, so that we can tell the collective story of how Tacoma Creates funds are being used to engage community.

This chart is designed for you to track and report on programs one quarter at time, adding data for each quarter to *the same document* throughout the program year. You will submit your Summer Quarter data with the Summer Quarter report, and then add in your Fall Quarter data for the Fall Quarter report, and so on.

- If you have a program or event that occurs multiple times *at the same location* throughout the year, it can be listed on just ONE ROW for the whole year, with quarter-by-quarter attendance information entered in the columns for each quarter.
- If you have a program or event that occurs at multiple locations, please use A SEPARATE ROW FOR EACH LOCATION, so that we can accurately capture all the places where events happen on our Program Location map.

Updated June 2026

If you are offering either a Beyond the Bell / Club B / Summer Late Nights class, or Tacoma Public Library workshop – you will also need to include this data on the chart.

Be sure to save your completed Program Summary Chart as an **Excel file (.xls or .xlsx)** to your computer in a place where you will be able to refer back and add to it throughout the year. After you've completed and saved this chart for each quarter, you'll upload it to your Quarterly Report in Submittable. There are detailed instructions on how to complete the Program Summary Chart on the green tab of the document labeled "**Instructions**".

NARRATIVE RESPONSE AND SUPPORT MATERIAL

There is one required **narrative question** in this report, which asks you to briefly share about your work over the past quarter. **Use the deliverables in your contract as bullet points**, and provide basic details about how each one was accomplished, 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.

There are two optional prompts: in the first one, you may share any specific examples of how Tacoma Creates funding is supporting a positive impact in the community and/or within your organization. This is a great place to share data or quotes from your program evaluation work. The second optional prompt is for any feedback to Tacoma Creates staff. Both of these prompts are optional; it is fine to leave these sections blank.

UPLOADING YOUR INVOICE

The last part of the Quarterly Report is to upload your invoice. 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 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. If you have questions about this, or you anticipate a need to adjust your contracted deliverables, please contact staff for assistance.

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 / Summer Late Nights) or Tacoma Public Library, indicate the amount as a separate line items
- 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.

BEFORE YOU CLICK THE SUBMIT BUTTON….

Make sure you've done the following:

- ☐ Completed, saved, and uploaded your Program Summary Chart
- ☐ Responded to the required narrative question
- ☐ Shared examples of your work through links and/or uploaded materials
- ☐ Uploaded your invoice for work completed

If you need additional assistance in understanding or completing the Quarterly Report, please reach out to Tacoma Creates staff at tacomacreates@tacoma.gov.