



## AMERICAN COMPOSERS FORUM

### *Community Partners – Project Evaluation for Community Partner*

*Please use this form or reproduce it. Provide answers to all questions.*

#### Community Partner Information

Submitted by:	Date:	
Name/Organization:	Contact:	
Address:	Telephone/Fax:	
	E-mail:	
Project Title:		
Community Partner:		
Project Start Date:	Expected completion date:	Date of Project Completion:

Please return this final evaluation and accompanying materials to your local Chapter Director **within six weeks of your project's completion**. Please make a copy of this report and all accompanying materials for your records.



You have recently participated as a community partner in the above-named project which received funding from the American Composers Forum (ACF) through its *Community Partners Program*. ACF requires a Project Evaluation from both the artist partner and the community partner in order for the grant recipient to receive the final payment of funds awarded to this project. In addition to providing the basis for the final payment, this evaluation will document the results of the project for the Forum and its funders and describe the project's challenges and achievements. This summary is useful to both the Forum and those involved in implementing similar projects in the future. The guidelines for the project evaluation are provided to you before the start of your project so that you can maintain any notes or record-keeping necessary to make it easier to complete the evaluation when your project has ended. It's recommended that you keep a log of items as your project progresses, so that you can best summarize your experience when it comes time to complete your final report.

Please take a few moments to answer the questions in this evaluation and return it to your local Chapter office. If you have any questions about any of the information requested, please contact your local Chapter or the American Composers Forum central office at [mail@composersforum.org](mailto:mail@composersforum.org) or (651) 228-1407.

*The American Composers Forum links communities with composers and performers, encouraging the making, playing, and enjoyment of new music. Building two-way relationships between artists and publics, the Forum develops programs that educate today's and tomorrow's audiences, energize composers' and performers' careers, stimulate entrepreneurship and collaboration, promote musical creativity, and serve as models of effective support for the arts.*

## **Project Evaluation for Community Partner**

This Final Report has six parts: 1) Narrative Report, 2) Financial Report, 3) Documentation, 4) General Comments, 5) Event Demographic Summary, and 6) General Evaluation.

### **Narrative Report**

Please attach a prose summary, about two pages total, documenting both the challenges and achievements of your project. As you write about what is most important to you, please consider the following:

- a) **Project Evaluation:** In your original Project Proposal (*Item 3 – Evaluation Plan*), you stated the criteria you would use to evaluate the success of the project. Based on those criteria, please describe how your goals were met.
  - Describe the aspects of your participation that were most successful and those that were in need of improvement (in your organization, with your Artist Partner, in your interaction with ACF).
  - What will you do differently the next time you work with a composer?
  - What impact has this project had on your organization?
  - What observations or evidence lead you to these conclusions?
  - Please note any significant variation from the project as it was originally proposed.
  
- b) **Community Engagement Evaluation:** Please describe specifically the ways in which the composer extended him/herself to your community.
  - What impact has the project had on your community as a whole?
  - In which ways do you believe the composer could have served your community better?
  - How can your organization ensure that any positive impacts of *Community Partners* on your community continue in the future?
  - To what extent did your community respond in the way you had planned?
  - What observations or evidence lead you to these conclusions?
  
- c) **General Comments:** If not previously stated, how did this project address the Forum’s mission? How could Forum staff have better prepared you for and assisted you with the project? How could the project have been structured differently? Are there any other comments or observations you would like to share with American Composers Forum as we plan the continuation of *Community Partners*?

### **Financial Report**

In order to complete reports to our funders, we need estimates of your expenditures. Please enclose a brief project budget detailing actual income and expenses, showing amount of support requested from ACF and amounts from other sources. Also include what your organization contributed in terms of cash, in-kind or contributions, facilities, staff time, performing rights license fees, materials, etc. Comment on any significant variances from expected income and expense categories or amounts. You do not need to send any receipts or proofs of expenditures.

### Documentation

Please enclose any available CDs, video and/or audio tapes, copies of print and/or audio reviews, interviews, announcements, etc.

### General Comments

Please include any general comments about the Chapter or the Forum: What do their activities mean to you? Also, please alert us to others who might be enthusiastic and willing to make a statement about this project. Quotes from artists and community participants are extremely helpful in grant applications, letters to funders, and program brochures. We will notify you if we wish to print any of your statements.

### Event Demographic Summary

**Event Demographic Summary Sheet** (see Attachment A):

If you were a primary partner in this project, please fill out an Event Demographic Summary Sheet for each event.

The Forum is frequently asked by its funders about the audiences who are served by its activities. Audience demographic information can be a very important part of an application for funding. Please report on the total number, ethnicity, age and gender of composers, performers, audience, and other (please specify) served by the event(s) of your project. "Audience" refers to all persons involved in the event, including workshop participants as well as concert attendees. In some cases, such as a workshop or series of classes, an exact count may be possible; if not, as in the case of a concert audience, simply provide approximate numbers.

If your project involved events on different dates, please give information on each individual activity (performances, workshops, lectures, etc.). **Please make additional copies of this sheet as needed for each event.** If your project involved one or more meetings with a group of individuals, and concluded with a concert, please complete a summary sheet for each event.

N.B. – If your project involved a class, workshop, or rehearsals that included essentially the same group of people over several days or weeks, give information on the one group of participants and how often they met, rather than each time that the group met.

### General Evaluation

Please rate the following by comparing your expectations going into the project with your actual experience:

	Much less than expected	Less than expected	Met expectations	Exceeded expectations	Much more than expected
Complexity of logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The time required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The costs involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labor involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills/experience required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program's artistic quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The interest/cooperation of participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact on the community and participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program's success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Using a scale of 0 to 5, with 5 being very satisfied and 0 being not at all satisfied, please indicate your opinion of the effectiveness of the following project elements:

Project Planning .....	5	4	3	2	1	0	N/A
Timeliness of communication from Artist .....	5	4	3	2	1	0	N/A
Timeliness of communication from ACF.....	5	4	3	2	1	0	N/A
Completeness of communication from Artist.....	5	4	3	2	1	0	N/A
Completeness of communication from ACF .....	5	4	3	2	1	0	N/A
Cooperation of Artist Partner .....	5	4	3	2	1	0	N/A
Cooperation of ACF staff .....	5	4	3	2	1	0	N/A
Cooperation of performance venue .....	5	4	3	2	1	0	N/A
Cooperation of participants .....	5	4	3	2	1	0	N/A
Administrative support by ACF staff .....	5	4	3	2	1	0	N/A
Materials and supplies .....	5	4	3	2	1	0	N/A
Work space/facilities .....	5	4	3	2	1	0	N/A
Quality of teaching (if any) .....	5	4	3	2	1	0	N/A
Timeliness & appropriateness of compensation ..	5	4	3	2	1	0	N/A
Overall program .....	5	4	3	2	1	0	N/A