



# JACKSON ARTS COUNCIL JAC Grants

## GRANT EVALUATION FORM

JAC Grantee:

This report must be submitted within **30 days after your project ends** or by June 1, 2025, whichever comes first.

Form must be completed by project director or an authorized official.

Please answer each question briefly, limiting your answers to the space provided. Thoughtful and candid answers will enable you and JAC to develop improved programming in the future.

Submit one (1) copy of your Grant Evaluation Form, one (1) copy of your Final Request for Funds Form, one (1) copy of your Itemized Expenditures Report, and one (1) copy of your Final Financial Report of Expenditures Form to:

Jackson Arts Council  
314 E. Main St.  
Jackson, TN 38301-6226

If you have any questions about completing the required information, contact the Jackson Arts Council office. (731) 422-1385.

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Name of Grantee: \_\_\_\_\_

Grantee Address: \_\_\_\_\_

Primary Venue of Project: \_\_\_\_\_

JAC Grant Amount Awarded: \_\_\_\_\_

Actual Number of Individuals Benefited: \_\_\_\_\_

Actual Number of Artists Participating: \_\_\_\_\_

1. What was your most important goal and how did you ensure that you achieved it?

2. How did your organization evaluate the artistic quality of your project and what were the results?

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3. List the actual attendance figures for your funded project. Did your funded project attract the expected audience? Why or why not?

4. What marketing/public relations/advertising did you incorporate to promote your project?

5. Identify any underserved constituents served by the funded project and explain how they benefited from the funded project. How did you meet your goals of including underserved populations?

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6. For funded projects that incorporated education and outreach, explain your goals and how successful you were in meeting them.

7. Advocacy:

Please provide any advocacy efforts that were made including promotion of specialty places and Gift-A-Tag:

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8. What kind of community support did you receive for the funded project (in-kind and cash donations, volunteer support, sponsorships, etc.)? How did community support meet your expectations?

9. What were the major challenges of the project? How did you address those challenges?

10. How successful were you in deepening the audience's experience with the funded project? Did you provide any hands-on or supplemental activities related to the project?

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11. How can the Jackson Arts Council better serve you in the grants process?

**Name and signature of person submitting evaluation:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attach one set of supplementary materials related to your project which you would like to have included in your JAC Grant file, including photos, programs, brochures, newspaper clippings, and a summary of any media announcements and/or coverage, **especially those that included the JAC logo as specified in the grant guidelines**. Include samples of materials that highlight JAC support. Do not include audio or video tapes, CD's or DVD's.

Attach proof of advocacy, including invitations and letters of appreciation to the City Council Members from the organization and Board members, and a list of representatives from your organization who attended (or plan to attend) the City Council meeting when the Jackson Arts Council gives their report.