

Partners in the Arts
School of Professional & Continuing Studies
University of Richmond

Funded Projects Final Report Guidelines

For your final report, we require a 5- to 6-page narrative that addresses the questions listed below. **You are also required to fill out the Final Assessment Report Form**, found on pages 2-3 of this document.

Your responses will help us to assess the implementation and execution of the project and to correct any administrative procedures that might have impeded your project's outcomes. Excerpts from this report may be used to document implementation of Partners in the Arts awards. All comments, however, will be kept confidential. No comments will be attributed to specific individuals or schools without their permission.

Please address the following questions in your report:

1. What was the actual outcome of your project in terms of student learning, teacher and artist/arts organization involvement and commitment, quality of art or any other area you deem significant?
2. How did the project fulfill Partners in the Arts' funding priorities:
 - Made the arts integral to the curriculum and used the arts to teach other subject areas
 - Helped establish a sustainable integration of the arts into education
 - Changed the way students learn and teachers teach
 - Involved collaboration among partners, including teachers, artists and arts organizations
 - Served as a model of partnership between schools, school systems, artists and arts organizations?
3. How has your project changed the "culture" of your school?
4. What are some of the structural changes in the way the arts are integrated into the educational activities of the school as a result of this project?
5. How will you sustain or expand the project? How will it be continued next year?
6. How will you invite other schools to replicate or be involved in the project?
7. Has the project been cost effective? If yes, why? If no, why not?
8. What advice would you give to someone who is applying for a Partners in the Arts award?

Please share any other comments or insights that would help us understand what your project has accomplished.

Please provide samples of the following documentation materials:

- Curriculum materials, i.e., lesson plans, outlines, summaries, units of study
- Copies of videotapes and photographs of the project
- Samples of student work, student portfolios, writing samples, teacher and/or student journal entries
- Anecdotal quotes from students, teachers, parents, and/or administrators involved in the project
- Relevant test scores

We urge you to submit these materials in electronic portfolio or digital format whenever possible. Please email your final report and send links to your final report documentation portfolio to pia@richmond.edu. You may send images/videos and other documentation on a flash drive to:

Partners in the Arts
626 East Broad St. Suite 100
Richmond, VA 23219

ENGAGING CREATIVE THINKERS FINAL ASSESSMENT REPORT FORM

Please type or print clearly.

Project Coordinator(s) _____

School(s) & District _____

Project Title _____

Collaborating Artist(s) / Organization(s) _____

Project Coordinator Signature _____ Date _____

Phone _____ Fax _____ Email _____

PLEASE PROVIDE THE FOLLOWING INFORMATION REGARDING PROJECT ACTIVITIES AND PARTICIPANTS.

Provide the number of activities supported by this award that focused on the professional development needs of teachers during the project period.

	# of Activities
In-service professional development for teachers to improve their skills and knowledge	_____
Professional development for school administrators and other school staff	_____
Total number of educator Activities	_____

Provide the number of activities supported by this award that concentrated on the following subject areas:

	# of Activities
English/Language Arts	_____
Social Studies	_____
Mathematics	_____
Science (specify) _____	_____
Foreign Language	_____
Music	_____
Art	_____
Drama	_____
Tech ED	_____
Physical Education	_____
Total number of Activities by subject	_____

Provide the estimated number of participants in activities supported by this award by each of the following categories. (Please do not include duplications.)

	# of Participants
Artists/Arts Organizations Students	_____
Family members	_____
Teachers, aides, and assistants	_____
School and district administrators/supervisors	_____
Other (specify) _____	_____
Total estimated number of Participants	_____

Provide the estimated number of participants in activities supported by this award for each of the following categories:

	# of Participants
American Indian/Alaskan Native	_____
Asian/Pacific Islander	_____
Black	_____
Hispanic	_____
White	_____
Other, not indicated above	_____
Total estimated number of Participants	_____

Provide the estimated number of hours spent by each of the following participants in project-related activities:

	# of Hours Spent
Artists/Arts Organizations Students	_____
Teachers	_____
Other (specify) _____	_____
Total estimated hours in Project-Related Activities	_____