



FINAL INVOICE FORM

Grants Administration Division

To navigate through the pages of this invoice, please use the "Next" and "Back" buttons at the bottom of each page. Avoid using your web browser's back arrow, as this might reset the form.

You will not be able to "save" this form and finish at a later time. It is required that you complete this invoice in one sitting. We recommend that you prepare your answers prior to starting your invoice. To review the contents of the invoice, please click here:

<http://culturela.org/wp-content/uploads/2016/03/DCA-Final-Report-PDF.pdf>

Grantee Name

Fill out the [DCA Cover Form](#) and attach the completed form here.

DCA Cover Form

1. Geographic locations of grant-supported public activities:

Please indicate the primary Los Angeles City Council District(s) in which project-services took place (choose only those that your grant was contractually obligated to serve):

1

2

3

4

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12

13

14

15

ALL- check this box if all districts were served via broadcast/internet artistic programs

2. Service Metrics:

Enumerate DCA grant-supported and match-funded project-services below:

A.) Number of distinct services organization is contracted to provide as listed in your Appendix B:

B.) Estimated total number of unique persons directly engaged/served:

C.) Method(s) used to determine count of project-engagers above:

- Digital insights
- Survey
- Ticket sales/registration
- Other (specif
- Employment/contractual enrollment
- Headcount

D.) Does your Appendix B contract language specifies minimum engagement requirements?

Yes
 No

E.) Estimated number of persons notified of project/service activities:

3. Engagement Metrics

DCA is committed to the equitable distribution of arts funding to the diverse cultures of Los Angeles. Contractor data provided in this section is used to monitor progress toward this goal.

A.) In Person Engagement: Provide the estimated number of project-engagers by age group:

	Number (#) of Individuals Engaged
Age Group: 0 to 4	<input type="text"/>
Age Group: 5 to 12	<input type="text"/>
Age Group: 13 to 17	<input type="text"/>
Age Group: 18 to 24	<input type="text"/>
Age Group: 25 to 34	<input type="text"/>
Age Group: 34 to 65	<input type="text"/>
Age Group: 65 and over	<input type="text"/>

Total Number of In Person Engagement

Please indicate the forms media (e.g. broadcast, print, digital, etc) used to engage people with the artistic project-services provided:

- TV/cable
- radio
- online announcements
- printed publications
- Other (specify)

Provide the estimated Total Number of people engaged via media (e.g. broadcast, print, digital, etc):

B.) Estimated percentages of project-engagers, by Gender:

	Percentage (%) of people engaged
Female	<input type="text"/>
Male	<input type="text"/>

C.) Estimated percentages of project-engagers by ethnic heritage:

	Percentages (%) of people engaged
African American	<input type="text"/>
Asian American	<input type="text"/>
Caucasian/ European	<input type="text"/>
Latino/ Hispanic	<input type="text"/>
Middle Eastern	<input type="text"/>
Native American	<input type="text"/>
Native Hawaiian/ Pacific Islander	<input type="text"/>
Mixed Heritage	<input type="text"/>
Other	<input type="text"/>

If "other" selected above, please specify here:

D.) Activities/events were presented in multiple languages?

- Yes
- No

- If "Yes", which languages:
- | | | |
|----------------------------------|--|----------------------------------|
| <input type="radio"/> English | <input type="radio"/> Spanish | <input type="radio"/> Arabic |
| <input type="radio"/> Armenian | <input type="radio"/> Cantonese | <input type="radio"/> Creole |
| <input type="radio"/> Farsi | <input type="radio"/> French | <input type="radio"/> German |
| <input type="radio"/> Ghanaian | <input type="radio"/> Hebrew | <input type="radio"/> Hindi |
| <input type="radio"/> Italian | <input type="radio"/> Japanese | <input type="radio"/> Khmer |
| <input type="radio"/> Korean | <input type="radio"/> Krio | <input type="radio"/> Latin |
| <input type="radio"/> Mandarin | <input type="radio"/> Polish | <input type="radio"/> Portuguese |
| <input type="radio"/> Russian | <input type="radio"/> Swahili | <input type="radio"/> Tagalog |
| <input type="radio"/> Thai | <input type="radio"/> Ukrainian | <input type="radio"/> Urdu |
| <input type="radio"/> Vietnamese | <input type="radio"/> Yiddish | <input type="radio"/> Yoruba |
| <input type="radio"/> Zulu | <input type="radio"/> American Sign Language | |
- Others (speci

E.) Were all project site(s) accessible to physically challenged engagers?

- Yes
 No

F.) Were some or all project-services interpreted for the hearing impaired?

- Yes
 No

G.) Please indicate any of the special constituencies listed below that can be counted among project-engagers (mark all categories that apply):

- Artists
 At-risk youth (who live or go to school in one of the City's Gang Reduction Zones)
 Correctional residents (adults and/or juveniles)
 Differently-abled persons (with physical or mental challenges)
 Homeless persons
 Immigrants/New arrivals in the USA
 Lesbian/ Gay/ Bisexual/ Transgendered persons
 Low income persons
 Parents/Guardians with children
 People in addiction or rehabilitation groups
 People with chronic/terminal illnesses (HIV, cancer, etc.)
 Tourists (regional, national, or international)
 Women (with women specific programs)
 Other (specify)

Estimate the number of special constituencies listed below that can be counted among project-engagers:

	Number (#) in each relevant category
Artists	<input type="text"/>
At-risk youth (who live or go to school in one of the City's Gang Reduction Zones)	<input type="text"/>
Correctional residents (adults and/or juveniles)	<input type="text"/>
Differently-abled persons (with physical or mental challenges)	<input type="text"/>

Homeless persons	<input type="text"/>
Immigrants/New arrivals in the USA	<input type="text"/>
Lesbian/ Gay/ Bisexual/ Transgendered persons	<input type="text"/>
Low income persons	<input type="text"/>
Parents/Guardians with children	<input type="text"/>
People in addiction or rehabilitation groups	<input type="text"/>
People with chronic/terminal illnesses (HIV, cancer, etc.)	<input type="text"/>
Tourists (regional, national, or international)	<input type="text"/>
Women (with women specific programs)	<input type="text"/>
Other	<input type="text"/>

4. Outreach Metrics

Provide the estimated number of people solicited/informed of program activities for any of the methods you used listed below (we understand duplicate persons/contacts will be reported in this section).

A.) Community partners and/or co-sponsors:	Number (#) of People Reached, Estimated
programming partners/sponsors	<input type="text"/>
media partners/sponsors	<input type="text"/>
venue partners/hosts	<input type="text"/>
other	<input type="text"/>

If "other" selected above, please specify partnership:

B.) Internet/
communication
media:

	Number (#) of People Reached, Estimated
e-blasts/e-vites	<input type="text"/>
podcasts/broadcast	<input type="text"/>
print advertising	<input type="text"/>
sms texting	<input type="text"/>
websites	<input type="text"/>
other	<input type="text"/>

If "other" selected
above, please specify
media:

C.) Social media:

	Number (#) of People Reached, Estimated
Facebook	<input type="text"/>
Instagram	<input type="text"/>
Twitter	<input type="text"/>
Youtube	<input type="text"/>
other:	<input type="text"/>

If "other" selected
above, please specify
social media:

D.) Printed Material(s)
Distribution:

	Number (#) of People Reached, Estimated
Flyers	<input type="text"/>
Season Brochures	<input type="text"/>
Invitation Cards	<input type="text"/>
other:	<input type="text"/>

If "other" selected
above, please specify
printed material(s):

5. Workforce Metrics

A.) Estimated number of paying jobs and volunteer opportunities created/maintained by
DCA funds or matching funds:

	# of Full-time	# of Part-time	# of Occasional/ Seasonal	# of Volunteers
Administrative Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artists/ Performers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consultants/ Other(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B.) Estimated number of administrative planning hours associated with all persons enumerated above (in part A):

ex: 23

C.) Estimated number of artistic production (e.g. rehearsal, installation, etc) hours associated with all persons enumerated above (in part A):

ex: 23

D.) Estimated number of public engagement/performance hours associated with all persons enumerated above (in part A):

ex: 23

6. Events and Activities

Detail each public activity that has been supported by DCA-funding and/or matching support.

Please provide basic information (i.e. **event name, type, date, start and end times, venue/location, and Council District**) for the separate Activities/Events specific to your grant-funded project.

To access the Event and Activities form, please click on the following link:

<http://culturela.org/list-of-activities-part-ii-question-6-rev-8-25-17/>



Click here to [Find Your Council District](#)

Upload Events and Activities Form here: No file chosen

7. Narrative Report

a.) Describe the key project-engagers (staff, artists, volunteers, participants and audience) and their relationship to intended success.

0/500

b.) Describe noteworthy or significant participant/audience feedback messages or survey results. How might qualitative reflections inform future practices?

0/500

c.) Considering the ratio of people solicited to those ultimately engaged, were your marketing/inclusion strategies effective? How might you change outreach and/or enrollment strategies for improved or ongoing success?

0/500

d.) Describe how you credited DCA with your project. Be sure to attach copies of all marketing, advertising, and/or program materials related to project-service activities which showcase either the DCA logo or includes language giving credit to DCA.

0/500

e.) Please list the names/sources and the amounts of the revenues or values of in-kind contributions received or committed to match DCA support. When appropriate designate percentages or sub-amount of that apply to DCA so that we can understand the relationship between your answer here and the numbers registered in your final financial report.

0/500

8. Final Financial Report

Use the Final Financial Report form to provide us with a breakdown of your DCA project expenses and income. To access the Final Financial Report form, please click on the following link:

<http://culturela.org/wp-content/uploads/2016/03/Final-Financial-Report-Orgs-rev-6-27-17.xlsx>

Attach Final Financial Report here: No file chosen

9. Testimonial Request

Submit a testimonial/story and images of a person (a participating resident or audience member) who was deeply affected (professionally or personally) by its grant-supported activities. DCA will feature some of these stories on our website and social media platforms to highlight the importance and impact of the work of DCA grantees.

Below, please provide a 200-word explanation of how the participant's life was transformed by the artistic/cultural experience you provided.

Image #1

No file chosen

Images that are not png, jpg, or gif will not be uploaded. Images may not exceed 50 MB in size.

Image #2

No file chosen

Images that are not png, jpg, or gif will not be uploaded. Images may not exceed 50 MB in size.

10. Marketing Material

Please attach copies of marketing, advertising, and/or program materials related to project-service activities which showcase either the DCA logo or includes language giving credit to DCA. A minimum of one sample should be attached.

Sample #1 No file chosen

What is the sample and where can we find credit to DCA (if not immediately noticeable)?

Sample #2

No file chosen

What is the sample and where can we find credit to DCA (if not immediately noticeable)?

Sample #3

No file chosen

What is the sample and where can we find credit to DCA (if not immediately noticeable)?

Final Report Submission

Before submitting your final report, please remember to review all entries for accuracy. Responses cannot be changed once you click "Submit." It is highly recommended that you click on "Print Form" to save a copy of this invoice for your records.

