



# Line by Line Evaluation Guide

## 1. General Information

### a. Legal Name of Presenting Organization

List the legal name of your organization. If your organization goes by another name that is different from the legal name please list the other name in the AKA (Also Known As) field.

#### Contact Person

The contact person is the person we will call if there are any questions or problems regarding your evaluation, the person to whom all correspondence will be addressed.

#### Address of Organization

### b. Legal Name of Payee (if different)

List the name you would like it to appear on your check if different from 1a.

#### Contact Person (if different)

The contact person is the person we will call if there are any questions or problems regarding payment of the grant.

#### Address of Organization (if different)

List the address where the grant check should be sent to

### c. Legal Name of Artist/Group

List the name of the artist/performing group for whom financial assistance was awarded. Do not list the name of the work or the name of the artist's management company. If the artist goes by another name other than the legal name enter the other name in performing name of artist group.

#### Contact Person

This is the artist or person within the group to be contacted with questions regarding the contract or artist fees.

#### Address of Artist/Group

### d. Name of Artist Representative (if applicable)

Include the name of the agent or manager representing the artist, if different from the Artist/Group.

#### Contact Person (if applicable)

Information for the person representing the Artist/Group

#### Address of Artist Representative (if applicable)

## 2. Project Summary

### a. Project Title

### b. Beginning and ending date(s) of artist engagement

List the beginning and end dates of the project. If this was a two or more part residency list the first beginning and last end date. If this was a one-day engagement, please list the beginning and the end date as the same day.

c. Estimated number of DAYS spent on project

d. Tickets sold

Enter the total number of tickets sold (not including complimentary tickets). Enter the price(s) of tickets sold.

e. Total number of artists

List the total number of participating artists including all performers and artistic collaborators accompanying the artist *on site* during the performance or other artist activities.

f. Number of activities by artist

Fill in the *number* of activities of each different type that the artist(s) engaged in. If there are activities outside of those listed, please discuss the activities in narrative section 5.

g. Audience participating in artist led activities noted in the prior question

For series/festivals or collaborations, please approximate proportions of audience figures for each event to which NEFA funding directly applies. List the number of adults (19-64) in attendance for all performances and activities. List the number of youth (18/under) in attendance for all performances and activities. List the older adults (65/older) in attendance for all performances and activities. Combine these three groups into an overall total for the audience participation number.

h. Arts education

Check ONE box that applies only to the given definition of arts education activities.

### **3. Demographic Information**

a. List the predominant racial characteristic of your organization

b. List the predominant racial characteristic of the project

c. Check if the project included international activity based on the description provided

d. List estimates percentages of the racial characteristics of your total audience. For NEFA's information purposes, please include how this information was collected.

### **4. Project Budget**

If any of the line items do not apply to you please leave them blank.

a. Actual Expenses (none of the Actual expenses can include In-Kind Contributions)

Artist Contract Fee (fee from contract)

Artist Expense – Per diem (meals and other per diem costs)

Artist Expense – Accommodations

Artist Expense – Travel

1. Total Artistic Fees: Artistic Fees should include the amount paid to the artist for the performance/residency, as well as any cost paid by your organization for per diem, housing or transportation costs of the artists. These costs should all be referenced in the contract between your organization and the artist. List each of the expenses separately and then total the expenses for the fee total on line 1. *\*\* Please note that your grant amount is based on this artistic fee. If the evaluation fee is lower than the fee in your application, the grant amount may be lowered. \*\**

2. Other Project Expenses: Any expenses incurred from performance/residency production costs

3. Space Rental: Any expenses incurred from performance/residency space rental

4. Marketing/Publicity: Any expenses incurred from marketing this performance/residency

5. Total Cash Expenses: Add lines A-E and place your total expenses here

b. Actual In-Kind Contributions: If any in-kind contributions (goods and services donated to the project) were made place their full cash value here. An example of in-kind contributions would be donating 4 hours of rehearsal space to the artist.

c. Actual Revenue

6. Admissions: Any monies received from admissions/ticket sales

7. Corporate Contributions

8. Foundations Grants: Any monies received from foundations other than NEFA

9. Other Private Contributions

10. Government Grants: list federal, state, and local separately

11. Other Revenue: Any monies received from any other sources

12. Applicant Cash/Contribution: Any out of pocket expense incurred by your organization to break even if revenue is less than expenses

13. Total Applicant Revenue: Add lines 6. – 12. and place the total here

14. Total NEFA Grant Award: amount of your NEFA grant award as listed in your award letter

15. Total Revenue: Add lines 13. and 14. and place the total here. This amount must be greater than or equal to Total Cash Expenses (line 5). If this amount is less than line 5, adjust applicant cash (line 12).

#### **4. Evaluation Narrative**

Please answer all narrative questions, on a separate piece of paper. This feedback is necessary for us to continue to provide you with quality services.