Attending Organization/Grantee

Program Title

ATTENDANCE
Approximate Attendance: □ 1-25 □ 25-50 □ 50-100 □ 100-250 □ 250-500 □ 500-1000 □ 1000+

Were the following groups represented?

Racial/Ethnic Minorities □ All □ Many □ Some □ Very Few □ None
Senior Citizens □ All □ Many □ Some □ Very Few □ None
Adults □ All □ Many □ Some □ Very Few □ None
Teens □ All □ Many □ Some □ Very Few □ None
Children □ All □ Many □ Some □ Very Few □ None

Other Special Constituents: ________________________________

QUALITY
Overall Quality: □ Excellent □ Good □ Fair □ Poor

Was the program well received? □ Yes □ No If no, please explain in comments section.

FACILITY
Was the facility large enough for the audience in attendance? □ Yes □ No
Was the facility appropriate to the program? □ Yes □ No
Was parking available? □ Yes □ No
Was the program space accessible for people with disabilities? □ Yes □ No
Was the program accessible by public transportation? □ Yes □ No

ADDITIONAL MATERIALS/COMMENTS
Were signs, posters, and flyers visible at the event? □ Yes □ No
Were programs distributed or available? □ Yes □ No If yes, please provide one with this form.
Was the Community Art Grants funding acknowledgment present? * □ Print □ Verbal □ None

COMMENTS/CONCERNS/ACCOLADES (cont’d on back of form if extra space is needed)

Signature of Reviewer

Printed Name

Date Reviewed

*Funding acknowledgement is as follows: “This project is made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature and administered by The Arts Center of the Capital Region.”

THANK YOU for agreeing to audit a Community Arts Grant-funded event!
Auditing is an important part of the grant process, as it ensures that funding goes to worthwhile programs.
Please return your completed form to: Joseph Mastroianni, The Arts Center, 265 River Street, Troy, NY 12180 or Joseph@artscenteronline.org