

Please fill out the following information on ALL five pages.

# nevadarts|council

## NEVADA TOURING INITIATIVE TRAVELING EXHIBITION PROGRAM FINAL REPORT

Organization Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Congressional District Number \_\_\_\_\_

### Counties served:

(Please check the counties where your audience came from and where the exhibition occurred.)

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Carson City County | <input type="checkbox"/> Elko County      | <input type="checkbox"/> Lander County  | <input type="checkbox"/> Nye County      | <input type="checkbox"/> White Pine County |
| <input type="checkbox"/> Churchill County   | <input type="checkbox"/> Esmeralda County | <input type="checkbox"/> Lincoln County | <input type="checkbox"/> Pershing County |  |
| <input type="checkbox"/> Clark County       | <input type="checkbox"/> Eureka County    | <input type="checkbox"/> Lyon County    | <input type="checkbox"/> Storey County   |  |
| <input type="checkbox"/> Douglas County     | <input type="checkbox"/> Humboldt County  | <input type="checkbox"/> Mineral County | <input type="checkbox"/> Washoe County   |  |

**Exhibit Title:** \_\_\_\_\_

### Exhibition & Public Outreach Programs:

Besides hosting the exhibition, each Exhibit Sponsor is required to provide a public outreach program(s), including opening receptions, exhibit tours for elementary school groups, scout troops or service groups, etc. Please answer the following about those activities:

Types of Activities:	Date(s):	Attendance Adults:	Attendance Children: (K-12 grade)
Exhibition			
Opening Reception			

### Individuals served through Traveling Exhibition Program:

- \_\_\_\_\_ Number of children & youth (K-12 graders) directly served (Include students who participated in outreach activities & those viewing exhibit.)
- \_\_\_\_\_ Number of adult community members directly served (Include adults who participated in outreach activities & those viewing exhibit.)
- \_\_\_\_\_ Number of artists who worked on exhibition activities
- \_\_\_\_\_ Number of volunteers who worked on exhibition activities
- \_\_\_\_\_ Number of full-time & part-time organization personnel who worked on exhibition activities

**Total number of individuals served:** \_\_\_\_\_

(Include number of all individuals directly involved in the exhibit: as artists, volunteers, personnel, students, and viewers from start to end, total numbers listed above.)

### Ethnic distribution of individuals served:

\_\_\_\_\_ % American Indian • \_\_\_\_\_ % Asian • \_\_\_\_\_ % Black • \_\_\_\_\_ % Hispanic • \_\_\_\_\_ % Native Hawaiian • \_\_\_\_\_ % White

During the different exhibition activities, did you observe any changes in attendance from your organization's typical events? (i.e. same attendance, lower attendance, higher attendance, etc.) Please explain.

How did you publicize the residency? Check all that apply:

- |   |  |                                   |  |
|---|--|-----------------------------------|--|
| <input type="checkbox"/> Organization's Website | <input type="checkbox"/> Calling Community Members | <input type="checkbox"/> Flyer    | <input type="checkbox"/> Newspaper     |
| <input type="checkbox"/> Press Release          | <input type="checkbox"/> Invitations               | <input type="checkbox"/> Radio/TV | <input type="checkbox"/> E-mail Blasts |

Other: \_\_\_\_\_

Of these methods, which do you think is the most effective?

How did the exhibit support materials (publicity materials, exhibit labels, text panels, education guide, etc.) meet your needs and your visitors' needs?

What were the strengths of the exhibition? Please explain.

What were the weaknesses of the exhibition? Please explain.

In what way can the Nevada Arts Council improve our service to you?

Please tell us what you liked and disliked about the Traveling Exhibition Program. What additional information/materials might have been helpful? Suggestions are welcome!

Would you apply for another traveling exhibit through the Nevada Arts Council?  Yes  No

Please share any stories or quotes from those involved in your activities (i.e. artists, students, volunteers, audience members) that can articulate the value of hosting traveling exhibitions. We may use your human-interest stories or anecdotes in future issues of our agency newsletter or on our website. Feel free to use the back of the last page or attach additional sheets for the requested quotes.

# Evaluation

In order to help assess particular aspects of the Traveling Exhibition Program, we ask that you check a value for the following categories. The scale ranges from 1–5 points, with a score of 5 being the highest:

- |  | LOW                      |   |                          |   |                          | HIGH |                          |   |                          |   |
|--|--------------------------|---|--------------------------|---|--------------------------|------|--------------------------|---|--------------------------|---|
| • Help from the NTI Associate with coordination of the exhibition              | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Support from NTI Installer with the exhibit's installation & de-installation | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Value of this program for community participants                             | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Benefit of having exhibits available for a low rental fee                    | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Desire to continue hosting the Nevada Arts Council's Traveling Exhibitions   | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Degree of satisfaction with the results                                      | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Benefit of the Education Guide or Gallery Notes                              | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |
| • Value of the Publicity Packet  | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3    | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 |

## EXHIBITION FINANCIAL SUMMARY

### In-Kind Contributions

An in-kind contribution is an item or service donated without cost to your organization. To establish dollar amount, estimate the equivalent cost of goods, services, or time donated by you and your staff, your organization, or other community organizations; base your estimates on current market values of these items.

Volunteer services can be shown in one of three ways:

- 1) Donated professional services (e.g. a lawyer donating legal advise) should be valued at his or her professional value.
- 2) Services that are similar to those performed by a paid staff member(s) from your organization should be valued at the same rate as paid staff.
- 3) All other services should be valued at the current federal minimum wage (even though we know they're worth more!)

**Please fill out the in-kind information.** It is an important statistic for your organization to include in your report.

#### ACTUAL TOTAL IN- KIND EXPENSES FOR EXHIBIT

In-kind personnel – administrative (volunteer staff) \$ \_\_\_\_\_

In-kind space rental \$ \_\_\_\_\_

In-kind travel \$ \_\_\_\_\_

In-kind marketing (publicity, promotion, printing, etc.) \$ \_\_\_\_\_

In-kind remaining operating expenses (telephones, security, etc.) \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

EXHIBITION TOTAL IN-KIND CONTRIBUTIONS \$ \_\_\_\_\_

#### ACTUAL TOTAL CASH EXPENSES FOR EXHIBITION (Costs paid by community sponsors)

Personnel – administrative (as part of your work) \$ \_\_\_\_\_

Space rental \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Marketing (include publicity, promotion, invitations, flyers, etc.) \$ \_\_\_\_\_

Cost of opening reception \$ \_\_\_\_\_

Educational or public outreach program \$ \_\_\_\_\_

Lecture/artist fees \$ \_\_\_\_\_

Exhibition rental fee \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

EXHIBITION TOTAL CASH EXPENSES \$ \_\_\_\_\_

#### ACTUAL CASH INCOME FOR EXHIBIT (Please fill out only when applicable)

Donations \$ \_\_\_\_\_

Grants \$ \_\_\_\_\_

Gift shop sales \$ \_\_\_\_\_

Educational programming fees \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

EXHIBITION TOTAL CASH INCOME \$ \_\_\_\_\_

# National Standard Codes (Choose the one which best describes you or your project as indicated)

## APPLICANT STATUS (What are you?)

- 01 Individual
- 02 Organization – Non-Profit
- 03 Organization – Profit
- 04 Government – Federal
- 05 Government – State
- 06 Government – Regional
- 07 Government – County (Schools)
- 08 Government – Tribal
- 99 None of the Above

## APPLICANT INSTITUTION

(What is your business?)

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group – College/University
- 05 Performing Group – Community
- 06 Performing Group – Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government – Executive
- 39 Government – Judicial
- 40 Government – Legislative (House)
- 41 Government – Legislative (Senate)

- 42 Media – Periodical
- 43 Media – Daily Newspaper
- 44 Media – Weekly Newspaper
- 45 Media – Radio
- 46 Media – TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

## PROJECT DESCRIPTORS

(Is your project's main focus in any of these areas?)

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk

## DISCIPLINES

(What discipline do you work in mostly?)

- 01 Dance
- 02 Music
- 03 Opera/Musical Theatre
- 04 Theatre
- 05 Visual Arts
- 06 Design Arts
- 07 Crafts
- 08 Photography
- 09 Media Arts
- 10 Literature
- 11 Interdisciplinary
- 12 Folk Arts
- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

## TYPE OF ACTIVITY

(What type of project is this?)

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing

- 14 Professional Support – Administrative
- 15 Professional Support – Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 99 None of the Above

## ARTS EDUCATION

(Is your project arts education directed?)

- 01 50% or more of project is arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult Learners
- 02 less than 50% of project is arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult Learners

## GRANTEE RACE

(Choose all that apply to you)

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group

## Please Sign and Date the Final Report

I certify that to the best of my knowledge, this report is correct and complete and that all activities and expenditures are for the purposes set forth in the Traveling Exhibition application.

**Name of Exhibit Sponsor**

*(please print)*

Title

Organization

Signature

Date

Make one copy of the Final Report for your organization file, return original, no later than 45 days after the completion send to:

**Nevada Arts Council  
Traveling Exhibition Program  
716 North Carson Street, Suite A  
Carson City, Nevada 89701**

**Check List** for materials to be included with the Final Report:

Completed Final Report

Completed Viewer's Evaluations

Exhibition Publicity including:

- 2 copies of all exhibition press coverage. Please include the publication's name and date.
- Samples of your institution's final printed materials such as announcements and invitations, programs, or publications. 2-3 copies of each would be appreciated, if possible.
- Documentation (photographs or digital images of the installation, events, programs, and visitors) of your exhibition. Please provide as many "action shots" as possible including images of school groups, etc. Digital images should be 300 dpi or higher. Images should be at least 3" x 3".
- Please make sure that the Nevada Arts Council has the right to reproduce the images you send us as we often use them in reports and publications. Any digital files may be e-mailed to [nti-associate@nevadaculture.org](mailto:nti-associate@nevadaculture.org).

The sponsor's failure to provide the materials listed above may jeopardize future Nevada Arts Council support.