



# Brooklyn Arts Council Community Arts Grants **FUNDED PROJECT NOTETAKING FORM**

---

*This is a suggested form, for note taking purposes only. Do not submit this form to BAC. The information below is needed to complete the grantee final report.*

**Event Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Location:** \_\_\_\_\_

## **ATTENDANCE**

\_\_\_\_\_ Total # of people in attendance

### **Approximate Ages of Participants**

*Please fill in the percentage of the total representing each age.*

\_\_\_ 0-18                      \_\_\_ 18-64                      \_\_\_ 65+

### **Demographic Data:**

*Please fill in the percentage of the total representing each ethnicity.*

African American: \_\_\_\_\_ Asian: \_\_\_\_\_ Hispanic/Latino: \_\_\_\_\_

Caucasian: \_\_\_\_\_ Other (please specify): \_\_\_\_\_

## **THINGS TO REMEMBER:**

- **Save all receipts.** You will need to submit copies for documentation of spending.
- **Document.** Take pictures, video, get testimonials. These can be great for social media and web purposes, but can also help reference the events.
- **Save postcards, flyers, programs and reviews.** You will need to submit copies for documentation.
- **Take notes!** There is a short narrative on the final report, asking for challenges, successes and suggestions for BAC going forward.

Don't forget to contact BAC with any questions that come up!