**Tourism and Arts Fund Recipient Evaluation**

Choose an item.

[ ]  **Mid Term** [ ]  **Final**

All TAF recipients are required to complete an evaluation of the TAF-funded program/project to the City ***within 30 days of completion of the program/project, or the end of the fiscal year, whichever occurs first.*** For ongoing program/projects, evaluations should be received prior to the submittal of a new TAF award request. Please type or print. Use additional 8 ½” x 11” sheets as necessary.

**Program/Project Title** Click or tap here to enter text.

**Evaluator Name/Position**  Click or tap here to enter text. **Date** Click or tap to enter a date.

1. **Project/Program Summary**
	1. Briefly describe your program/project as it was delivered. Empirical evidence of “heads in beds” or visitors that traveled more than 50 miles is mandatory. Include definitive numbers of participants, audiences served, types of activities and events, etc. Include specifically, details on how the program/event/project furthered tourism and the arts in Cannon Beach.

Click or tap here to enter text.

1. **Program/Project Evaluation**
	1. Describe whether the program/project was successful and met the original program/event/project goals. Include supporting documentation.

Click or tap here to enter text.

* 1. Describe what could be done differently in the future to improve the program/event/project.

Click or tap here to enter text.

1. **Budget**
	1. Briefly describe how the program/project did or did not meet its financial projections.
	2. Include a copy of the final program/project income and expenses, clearly showing the TAF award, **on a line-item basis,** with this evaluation.

Click or tap here to enter text.