# Organization Final Report

## CONTACT INFORMATION

<table>
<thead>
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<th>Date</th>
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<tr>
<th><strong>BVA Organization</strong></th>
<th><strong>BVA Volunteer</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Contact and Title</strong></td>
<td><strong>Name and Title</strong></td>
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<tr>
<td><strong>Organization</strong></td>
<td><strong>Company</strong></td>
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<td><strong>Mailing Address</strong></td>
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<td><strong>Contact's Phone</strong></td>
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<td><strong>Contact's Email</strong></td>
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## BVA Project

1. Briefly describe your BVA Project.

2. List all representatives from the organization that participated in the BVA Project. Please include names and titles.
NARRATIVE
Please use the form below or respond to the questions in a separate document to be attached.

1. Please review the original project agreement and comment on the BVA volunteer’s efforts for each identified goal. Did the project extend beyond the original goals? If yes, how?

   

2. What were the most productive aspects of this BVA Project? Describe any outcomes of the project that helped to build the capacity of your organization.

   

3. Describe any difficulties experienced in this project.

   

4. As a result of this BVA project, what will your organization or group attempt to do differently?

   

5. Will your organization or group seek additional technical assistance, BVA or otherwise, as an outcome of this project? If so, please describe.

   

6. Please share any other feedback or comments regarding your BVA experience.

   

BVA VOLUNTEER SERVICE

1. Has this BVA volunteer deepened his/her engagement with your organization beyond the BVA project (i.e. joined the Board of Directors, advisory board or special committee)? Please describe.

   

2. Please check the estimated hours contributed by the BVA volunteer to the consulting project:

   - □ 10
   - □ 15
   - □ 20
   - □ 25
   - □ 30
   - □ 35
   - □ 40
   - □ 45
   - □ 50
   - □ 55
   - □ 60
   - □ 65
   - □ 70
   - □ 75
   - □ 80
   - □ 85
   - □ 90
   - □ 95
   - □ 100
   - □ Other ______

3. Please estimate the dollar value of any services/in-kind support (other than time) contributed or generated by the BVA volunteer. Please describe. (This would include printing, copying, materials, etc.)

   $ ______
4. Please indicate the dollar value of any cash contributed by the BVA Volunteer, his/her company, or as a direct result of his/her involvement.

   $ _____ BVA Volunteer
   $ _____ BVA Volunteer’s Company
   $ _____ Other
   (Please describe) _____

EVALUATION

Please check the boxes that most accurately reflect your experience of the completed BVA Project and the BVA process.

Ratings: 1 = Excellent 2 = Good 3 = Fair 4 = Poor N/A = Not Applicable

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<tr>
<th>Please evaluate the:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Application process (discussions, advice, guidance, etc.)</td>
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<td>2. Application form</td>
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<td>3. Project Agreement form</td>
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<td>4. BVA planning session with BVA staff and volunteer</td>
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<td>5. Volunteer’s service for BVA Project</td>
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<td>6. Accuracy and content of the BVA Volunteer Final Report</td>
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<td>7. BVA Final Report forms</td>
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<td>8. Overall quality of volunteer service provided</td>
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<td>9. Overall satisfaction with the BVA program</td>
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AUTHORIZATION

BVA Organization

_____ Signature _____ Date

SUBMISSION

The organization must submit a completed BVA Organization Final Report to the Greater Hartford Arts Council within four weeks of the completion of the BVA Project. Please save the report and its attachments for your records and email all documents to Ashley Sklar at asklar@letsgoarts.org.