

City of Monroe Downtown Development Authority (DDA)
FY 2008-2009 Special Projects Funding Request Evaluation Form

Organization: _____

Project Director: _____

Project Title: _____

Project Dates: _____

in attendance or served by project: _____

Are any new projects/programs being developed as a result of this project? YES NO

Does the organization plan on repeating this project? ? YES NO

SUMMARY and Evaluation:

Describe the Special Project:

Were your objectives met? Why or why not?

How many persons were involved in this project?			
Volunteers	Paid Professionals	Audience / participants	Out of town audience
Audience / Participants # based on:		Ticket Count	House Count
		Estimate	Dollar Sales
		Other _____	

Budgeted: Project Expenditures		Source of Funding				
		DDA Funds	Applicant's Funds	Cash	In-Kind	Total
A.	Personnel					
	Administrative					
	Artistic					
	Technical					
	Other					
B.	Facilities					
C.	Supplies/materials					
D.	Equipment					
E.	Promotion / Printing					
F.	Travel / Lodging					
G.	Other					
H.	TOTALS EXP					

Budgeted: Project Revenues			
A.	Amount requested from the Monroe DDA		\$
B.	Earned Income and Cash Contributions		
	1 Admission/Fees	\$	
	2 Organizational Funds	\$	
	3 Individual Donations	\$	
	4 Business Contributions	\$	
	5 Foundations	\$	
	6 Local Government	\$	
	7 Other	\$	
	Sub Total	\$	\$
C.	In-Kind Revenues		\$
D.	TOTAL REVENUES		\$

I HAVE BEEN AUTHORIZED TO PRESENT THIS REPORT AND TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THIS EVALUATION IS TRUE.

Organization: _____ Date: _____

By: _____ (PRINT) _____ (SIGNATURE)