

# Picturing America in Michigan Museum Partnership Close Out Report (Winter 2010)



This form must be submitted to the Michigan Humanities Council no later than 30 days after the completion of your program. At that time, your school will receive the remainder of its award. **Please complete ALL sections on BOTH pages of the form, including signatures for the Project Director AND Fiscal Agent. Incomplete forms not accepted.**

Failure to meet this deadline will result in forfeiture of remaining funds and ineligibility for future Council programs and grants.

## Directions:

1. Complete the form as directed.
2. If you received funding to cover busing expenses, attach receipt or invoice documenting the expense.
3. If your expenses are less than your first grant payment, please include a check with the excess funds.
4. Submit form and supporting documentation (if applicable) to the Council via mail.

**Audience:** Estimate the audience profile with reference to sex, age, ethnic representation, and audience types.

Grant #	Museum Program #	Program Date(s)
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Project Director

School/Library

Actual Number of Participating Students

**Financial Report:** Please account for your actual expenses, even if they exceed the \$500 maximum grant. If your expenses are less than your award amount, excess funds must be returned to the Council.

Award Amount \$ \_\_\_\_\_

Program Fees \$ \_\_\_\_\_

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

- Busing (attach receipt or invoice)  
 Mileage (for in-class presentations)

Total \$ \_\_\_\_\_

First Payment (50% of award amount) \$ \_\_\_\_\_

Remaining Payment / Refund \$ \_\_\_\_\_

**Time Report:** How many total hours did you spend preparing for and participating in your classroom's/library's museum partnership program? Please only count time directly spent with the program described on this form, not with the Picturing America program as a whole.

\_\_\_\_\_ hours.

## Sex

Male \_\_\_\_\_ %  
 Female \_\_\_\_\_ %

## Perceived Age

K-12 \_\_\_\_\_ %  
 College Age \_\_\_\_\_ %  
 21-35 \_\_\_\_\_ %  
 36-55 \_\_\_\_\_ %  
 56+ \_\_\_\_\_ %

## Perceived Ethnic Representation

Caucasian \_\_\_\_\_ %  
 Black \_\_\_\_\_ %  
 Hispanic \_\_\_\_\_ %  
 Asian \_\_\_\_\_ %  
 Native American \_\_\_\_\_ %  
 Other \_\_\_\_\_ %

## Audience Type

May total more than 100%.  
 Congressional/Legislative \_\_\_\_\_ %  
 Community Leaders \_\_\_\_\_ %  
 Economically Disadvantaged \_\_\_\_\_ %  
 Government Employees \_\_\_\_\_ %  
 Labor Groups \_\_\_\_\_ %  
 Professional Groups \_\_\_\_\_ %  
 Scholarly Community \_\_\_\_\_ %  
 Teachers \_\_\_\_\_ %  
 Students \_\_\_\_\_ %  
 Rural Community \_\_\_\_\_ %  
 Urban Community \_\_\_\_\_ %  
 Retired \_\_\_\_\_ %  
 Special Interest Groups \_\_\_\_\_ %  
 Homemaker \_\_\_\_\_ %  
 Other \_\_\_\_\_ %

# Questionnaire

Strongly disagree

Neutral

Strongly agree

1. My classroom's museum program was worthwhile.
2. It was easy to participate in this program (i.e. making arrangements with the museum, application process, etc.).
3. The Picturing America prints are useful for my students.
4. My students learned about American history through this program.
5. I was familiar with the Michigan Humanities Council before this program.  
 Yes  No
6. Would your classroom have been able to participate in this museum program without funding from the Council?  
 Yes  No
7. Estimate how often your students take school-related field trips (not just in your class).  
 Never  Once a year  Twice a year  Three or more times per year
8. Estimate how often your students experience in-class speakers, performers, or presenters (other than teachers; not just in your class).  
 Never  Once a year  Twice a year  Three or more times per year
9. Please estimate the percentage of your students for whom this was their first interaction with a museum.  
\_\_\_\_\_ %
10. Please explain how your students benefited from this program.
11. What would you change about the program?

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## Signatures

Project Director

Fiscal Agent

Date

Date



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Mail completed closeout report no later than 30 days after program concludes. The Council will release the remaining grant payment at that time.