

## **Journaling Prompts**

A handy guide to get you started and keep you on track for the most effective reflection and final reporting on your grant funded project. Almost all granting agencies will require grantees to complete a final report, keeping track of successes and setbacks along the way allows for less stressful final reporting at the end of your grant cycle. Hopefully these prompts to get you writing along the way, and at major points throughout your project/grant cycle, and will help to jog your memory when it comes time for final reporting!

### **Planning**

As you're planning the project take time out to write down some of the things that are working well and what you hope could go smoother next time you hold the event. What are the lessons you've learned? Who do you wish you would have asked for help or would like to be involved in the project next time it's held?

### **Space**

Was there enough physical space for your audience or too much space? How do you think the space affected audience enjoyment and outcomes? Was your space as accessible for everyone as you'd thought it would be? What other things could you be doing to make the space the most accessible for those who have differing abilities?

### **Marketing**

How did you publicize your event? Was there opportunity for collaboration with your marketing efforts to cross promote other local programs and vice versa? What do you think was your best marketing strategy? Why do you think it was most successful? How can you be sure? Were there strategies you'd thought of later that you'd wished you could implement now? How can you improve on marketing for future events/projects? Was your marketing far reaching or more regional/local? How did your participating artists help in marketing your project?

### **Finances**

Did you expend all the grant money provided? What funds were listed on your original budget form that changed along the way? What unforeseen costs arose? Were there any changes in your originally forecasted funding? Did your event make a profit? Did you lose money? What were some of your major expenses for the project/event? What would you do differently with your funds next time around?

### **Participating Artists**

How many artists participated in your event? What kinds of things do you think they got out of your event? Did they receive critical/beneficial feedback from your audience? Did you provide critical/beneficial feedback? Did you pay your artist(s)? Do you think the amount paid to your artist was fair? Do you think they should have been paid more or less for their talent? Do you think you will partner with your participating artist again (for this project or another)? Did they bring any new ideas to the table? How did your audience engage with the artist?

### **Audience**

How many people were in attendance? Did most stay for the entirety of the event? What was the demographic of the audience (age, race, gender, were they local or from out of town?). Were they engaged throughout the event? Were there any folks in particular who really enjoyed themselves? If so, what do you think made their experience better than others? Was there people missing from your event that you would have liked to see in attendance? What demographics or audience make up were you lacking?

## **Feedback**

What kinds of feedback did you receive from your artist? From the audience? From the community at large? Did people locally know what was going on or did they just stumble on your event? Was the feedback mostly positive or did you hear negative remarks? What was the best piece of feedback/advice you received. What was the general consensus from your volunteers and others helping to put on the event/project? What do they wish had gone differently? How was the timing of the event? Was the cost to the public/those who attended worth the event? Would you do it again? If not, why? Did you meet the needs of the community? Did you meet your goals you'd set? What goals did you have other than monetary ones?