

Post-Grant Report and Invoice

Congratulations on completing your Community Programming Fund-supported activity or event, and *thank you* for partnering with us to activate public spaces across Bellevue.

This post-grant report is the final step in the programming process, and it includes some questions about how the activity went, who participated, and what the experience of planning and producing the program was like. You'll also be asked to upload photos and other documentation to support your grant award. This form will automatically generate an invoice which we will use to provide payment.

Invoice Details

1. **Name:** Please enter your first and last name.
2. **Email Address:** Please enter your email address, in case we run into any issues with your final report and invoice.
3. **Organization Name:** Please enter the name of your organization, if applicable.
4. **Amount of Grant Award:** What size grant award did you receive?
5. **Services Provided:** Please enter a brief, one-line overview of the "services" you provided. This response will be used on the "for" line of the invoice. (Example: "A one-night music festival reaching more than 1,000 people, including free and reduced-price tickets.")
6. **Mailing Address:** It's important that you list your organization's mailing address, as that's where your check will go.

Program Details and Metrics

7. **Where did your program take place?** Please enter an address. We ask for the address because we'd like to understand the distribution of locations across Bellevue which hosted programming.
8. **How many people were involved in your program or event?** Please share the total number of people who participated in your program and were event attendees, paid staffers/artists/performers, or volunteers. Rough estimates are fine.
9. **Who participated?** Briefly describe the community you reached, in terms of attendees, paid staffers, and volunteers. Think about age groups, neighborhoods, languages, cultures and demographics, and other types of audiences.
10. **Did you collaborate with any other local vendors, artists, organizations, or businesses?** If yes, please list them and briefly describe their role.
11. **What successes or challenges did you experience during the planning and execution of your program, activity, or event? What did you learn? What would you do the same or differently next time?** This reflection is helpful for planning any future programs.
12. **What feedback, if any, did you receive from community members and attendees?** We're interested in understanding how community members responded to your program.

Supporting Documentation

13. **Funding Partner Acknowledgement:** Please upload any material noting that you recognized the City of Bellevue as required in your marketing materials and/or at the program.
14. **Photos or Other Supporting Documentation:** Please upload up to three high-quality photos and/or other supporting documentation to show that your event took place.

15. **Can we use these images, with credit to you or your organization, in marketing materials or other assets related to the Community Programming Fund?** Our photo library is sparse right now. You can help us share the importance of high-quality community programming!
16. **Receipts or Invoices for Reimbursable Expenses:** Please upload any receipts or invoices for expenses you are seeking to be covered by your grant. Reimbursement will not be provided in excess of your grant amount.
17. **To submit your final report and invoice, please confirm your understanding of the following and append your signature.**
 - a. I attest that to the best of my knowledge, my supported program met the standards and requirements referenced in my grant contract and the [Program Guidelines \(link\)](#).
 - b. I attest that the information that I have provided in this final report and invoice is true and complete to the best of my knowledge, and that if I am completing this report on behalf of an organization, I am an authorized representative of that organization.
18. **eSignature:** Please enter your full name. This constitutes your signature affirming the above statements.

Post-Grant Survey (optional but strongly encouraged)

19. **Please rate your satisfaction with the following elements of hosting a program or event in Bellevue.** Be sure to select the "N/A" option if a particular element doesn't apply to your program or event.
 - a. The process of applying for and receiving a grant
 - b. The process of applying for and receiving permits
 - c. The process of reserving a space
 - d. The available outdoor public spaces
 - e. The available indoor spaces
 - f. Getting the word out about the program
 - g. The day-of-event process (i.e. logistics, load-in/-out)
 - h. The community response, turnout, and feedback
 - i. The process of hosting a program in Bellevue, relative to the process in other communities
20. **How likely is it that you will repeat and/or build upon this program in Bellevue in the future?**
21. **How likely is it that you would recommend hosting a program or event in Bellevue to a friend, colleague, or community partner?**
22. **What could we do to improve the experience of hosting a program or event in Bellevue?** Think about finding and reserving space, obtaining a permit for your activity, marketing or sharing your program, running the event on the day, and all of the other steps of hosting a program.
23. **What could we do to improve the grant program itself?** We welcome your feedback as we plan the program for 2026.