

Creative Communities Scheme Project Completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months of their project being completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Where applicable receipts must be attached to this form

Please return the completed form to -

Creative Communities Scheme Administrator
Napier City Council
Private Bag 6160
Napier 4142

1. Project title	
2. Name of Applicant/Organisation	
3. Contact person & contact details	
4. Name & location of project	
5. Date of Project	
6. Amount received from Creative Communities Scheme	\$

7. Please give details of how the funding was spent. Please account for both the Creative Communities Scheme funding, and your own financial contribution to the project.

Project Costs

Item	Detail	Amount
<u>Sample</u> - Hall hire	3 days @100.00 per day	300.00

Item	Detail	Amount
Total A		\$

Project Income

Item	Detail	Amount
<u>Sample</u> Ticket sales	25 tickets @ 15.00 per ticket	3,750

Item	Detail	Amount
Total B		\$

8. Your Event/Project

a) How many people actively participated in the event/project	
b) How many people attended the event (including members)	

9. Highlights

Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time.

10. How did the project benefit the community

Report Completed by:

Name: _____

Date: _____