Project Completion Report

NB: The project completion report form must be submitted within two months of the completion of your project.

**NB: Proof of expenditure must be attached to this report, as proof that the funds have been spent for the intended purpose e.g. receipts or bank statement transactions for the items.**

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| **Name of applicant/group:** |  | | | | |
| **Project name:** |  | | | | |
| **Creative Communities funding round:** (please circle one) | March 20 | | September 2019 | | |
| **Amount of funding** |  | | | | |
| **Project/Event start date:** |  | **Finish date:** | |  | |
| **Number of people who *actively***  **participated in your project/event** | |  | | | |
| **Number of people who *came to see* a performance or showing of your project/event** | |  | | | |
| 1. **Give a brief description of the highlights of your project:**   What worked well? What didn’t work? What might you do differently next time? Are there any future plans for this project? (If you require more space please attach additional pages). | | | | | |
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| 1. **How did your project deliver to the criteria that you selected: Access and participation, diversity or young people?**   (If you require more information about these criteria please refer to the CCS Application Guide). | | | | |
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| 1. **Financial report:** Please give full details of how the approved funding was spent. | | | |
| **Project costs**  Write down all of your project costs. Include all items from the budget in your application. | | | |
| **Item**  *eg. Venue hire* | **Budgeted cost**  **(from application)**  *eg $600* | **Actual cost**  *eg $400* | **Reason for difference in amounts (if any)**  *eg Project moved to cheaper venue* |
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| **Total costs** | **$** | **$** |  |

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| 1. **Project Income**   Write down all of your project income. Include all items from your application budget*. (Include your Creative Communities Scheme grant and provide receipts relating to this funding).* | | | |
| **Item**  *eg Ticket sales* | **Budgeted income (from application)**  *eg $1600* | **Actual cost**  *eg $1700* | **Reason for difference in amounts (if any)**  *eg Extra tickets sold* |
| **Creative Communities Scheme Grant** |  |  |  |
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| **Total income** | **$** | **$** |  |
| **Costs less income** | **$** | **$** |  |

***Please note****: if you don’t complete and return a satisfactory report you/or your group,* ***may not be eligible*** *for future Creative Communities Scheme funding.* ***All questions must be completed****.*

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| **Please attach copies of support material eg:** | | |
| * Proof of grant expenditure (eg receipts or bank transactions) | | |
| * A summary of participant or audience survey results | | |
| * Newspaper articles or reviews | | |
| * Responses from other people involved in the project | | |
| * Responses to the project from other funding bodies or partners/supporters | | |
| * Photos of the project and/or artwork | | |
| * Do we have permission to use these photos to promote the Creative | **YES** | **NO** |

**Please return your report to:**

Belinda McLeod

CCS Administrator

Ph: (06) 834 4181 207 587 5108 Email: [belindam@napier.govt.nz](mailto:belindam@napier.govt.nz)