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 2023 | ~~September~~  |
| **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.
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| **Project costs**Write down all of your project costs. Include all items from the budget in your application. |
| **Item** | **Budgeted cost****(from your application)** | **Actual cost** | **Reason for difference in amounts (if any)** |
| **Sample** Venue Hire | 600 | 400 | Project moved to a 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*.****NB:******Include your Creative Communities Scheme grant amount*** *and* ***provide receipts, invoices or bank******statement transactions*** *as* ***proof of expenditure*** *for this funding.* |
| **Item** | **Budgeted income****(from you’re application)** | **Actual Income** | **Reason for difference in amounts** **(if any)** |
| **Sample** Ticket Sales | 1,600 | 1,700 | Extra tickets sold |
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| **Creative Communities Scheme Grant Funding** |  |  |  |
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| **Total Income** | **$** | **$** |  |
| **Total Costs less Total Income** | **$** | **$** | **Surplus / Shortfall** |

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

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| **Please attach copies of support material eg:** |
| * Proof of grant expenditure (eg receipts, invoices or bank transactions)
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| * A summary of participant or audience survey results
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| * Newspaper articles or reviews
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| * Responses from other people involved in the project
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| * Responses to the project from other funding bodies or partners/supporters
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| * 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

Email: belindam@napier.govt.nz Ph: (06) 834 4181 027 587 5108