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. | | | |
| **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) | | |
| * 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

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