

Project Completion Report

***This Project Completion Report form must be submitted within two months after your project has been completed.***

*Please note that if you don’t complete and return a satisfactory report you or your group will not be eligible for future Creative Communities Scheme funding.*

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| **Name of applicant:** |  | | |
| **Project name:** |  | | |
| **Start date:** |  | **Finish date:** |  |
| **Number of people who *actively* participated in your project?** | | |  |
| **Number of people who came to see a performance or showing of your project?** | | |  |
| 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: Participation and access, 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 details of how the money 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**  *eg. Venue hire* | **Budgeted cost (from application)**  *eg $600* | **Actual cost**  *eg $400* | **Reason for difference in amounts (if any)**  *eg Project moved to cheaper venue* | | | | |
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| **Total costs** | **$** | **$** |  | | | | |
| **Project Income**  Write down all of your project income. Include all items from your application budget. Include your Creative Communities Scheme grant. | | | | | | | |
| **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** |  |  |  | | | | |
| *You may be required to provide receipts for this project. Please keep your receipts in a safe place for seven years.* | | | | | | | |
| 1. **Other material. Please attach copies of any of the following :** | | | | | | | |
| * 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 Communities Scheme? | | | | Yes |  | No |  |
| **Please return your Project Completion Report to: Nicola Jefferies, Communication and Engagement Coordinator –** [**info@waipadc.govt.nz**](mailto:info@waipadc.govt.nz)  **Waipa District Council Private Bag 2402, Te Awamutu, 3840**  **Te Awamutu office:** 101 Bank Street, Te Awamutu  **Cambridge office:** 23 Wilson Street, Cambridge  **Phone:** 0800 924 723 | | | | | | | |