

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.

Name of applicant:										
Proj	ject name:									
Start date:			Finish date:							
Nur	mber of people who	actively participated in your pro								
Nur	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.									

			Participation and access, diversity or young ease refer to the CCS Application Guide.
3. Financial report: Please give	e details of how th	e money was spe	nt.
Project costs Write down all of your project costs. In	nclude all items from t	he budget in your app	olication.
Item	Budgeted cost (from	Actual cost	Reason for difference in amounts (if any)
eg. Venue hire	application) eg \$600	eg \$400	eg Project moved to cheaper venue
]	
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	Budgeted income (from	Actual cost	Reason for difference in amounts (if any)				
eg Ticket sales	application) eg \$1600	eg \$1700	eg Extra tickets sold				
Creative Communities Scheme Grant	\$	\$					
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.							
4. Other material. Please attach copies of any of the following :							
> A summary of participant	A summary of participant or audience survey results						
> Newspaper articles or rev	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:

Marina.tomasi@greydc.govt.nz