

# 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:

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.



<b>Project Income</b>			
Write down all of your project income. Include all items from your application budget. Include your Creative Communities Scheme grant.			
Item <i>eg Ticket sales</i>	Budgeted income (from application) <i>eg \$1600</i>	Actual cost <i>eg \$1700</i>	Reason for difference in amounts (if any) <i>eg Extra tickets sold</i>
Creative Communities Scheme Grant	\$	\$	
<b>Total income</b>			
<b>Costs less income</b>			

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 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:**

**Christin Ritchie**  
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**Private Bag 1102 Marton 4741**