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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 :**
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| * A summary of participant or audience survey results
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| * Newspaper articles or reviews
 |
| * 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 Communities Scheme? | Yes |  | No |  |
| **Please return your Project Completion Report to:** |
| ***CCS Administrator to insert contact details and address*** |