

# 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.

**2. 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.

**3. Financial report:** Please give details of how the money was spent.

**Project costs – Please exclude GST if you are registered for GST**

Write down all of your project costs. Include all items from the budget in your application.



<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:**

Email: [communityfunding@rotorualc.nz](mailto:communityfunding@rotorualc.nz)

Post: Creative Communities Scheme Rotorua, Attn Partnerships & Programmes – Funding Coordinator, Private Bag 3029, Rotorua 3046