

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.

Na	me of applicant:									
Project name:										
Start date:			Finish date:							
Nu	mber of people who	actively participated in your pr	oject?							
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.									

	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								
Write down all of your project costs. In		ne budget in your app	lication.					
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	s (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 summa	A summary of participant or audience survey results							
Newspap	Newspaper articles or reviews							
Response	Responses from other people involved in the project							
Response	Responses to the project from other funding bodies or partners/supporters							
Photos of	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:

C Reynolds
Stratford District Councl
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Stratford 4352
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