

Creative Communities Scheme

Project Completion Report Form

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed. If you do not complete and return this form, you will not be eligible for future funding through this scheme.

Please return the completed form to:

Susi Schulze

WAIMAKARIRI LIBRARIES

P. 0800 965 465

E. creative.communities@wmk.govt.nz

PROJECT

1. Project title/grant number: _____
2. Name of applicant: _____
3. Name and location of project: _____
4. Date of project: _____
5. Amount received from Creative Communities Scheme: _____

PROJECT DETAILS

6. Please give details of how the money was spent.

Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Project costs

Item <i>eg hall hire</i>	Detail <i>eg 3 days' hire at \$100 per day</i>	Amount <i>eg \$300</i>
A: Total Cost		

Project Income

Income <i>eg ticket sales</i>	Detail <i>eg 250 tickets at \$15 per ticket</i>	Amount <i>eg \$3,750</i>
B: Total Income		

PROJECT DETAILS

If you require additional pages to complete your answer(s), please clearly label the extra pages with the question number and heading.

7. How many people?

Number of active participants: _____

Number of attendees (viewers/audience members): _____

8. Highlights

Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time.

PROJECT DETAILS

9. How did your project benefit your community?

10. This report was completed by: _____