

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

Item <i>eg. Venue hire</i>	Budgeted cost (from application) <i>eg \$600</i>	Actual cost <i>eg \$400</i>	Reason for difference in amounts (if any) <i>eg Project moved to cheaper venue</i>
<b>Total costs</b>	\$	\$	

