Creative Communities Scheme
Project completion Report form

Western Bay of Plenty District

creative nz COMMUNITIES

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 –

Creative Tauranga Charitable Trust
95 Willow Street
Tauranga 3110

1. Project title/grant number	
2. Name of applicant	
3. Name & location of	
4. Date of Project	
5. Amount received from the Creative Communities scheme	$

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	Detail	Amount
e.g Hall Hire	e.g 3 days hire at $100.00 per day	e.g $300.00
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
A : Total Cost		$

Project Income

Item	Detail	Amount
e.g Ticket Sales	e.g 250 tickets at $15 per ticket	e.g $3750.00
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
B : Total Income		$

7. How many people?
   - Write down the numbers of people that
     actively participated
   - Write the number of people that attended (such as the audience

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?

9. How did your project benefit your community?

This report was completed by: