

# PROJECT COMPLETION REPORT

A final Project Completion Report is required for all Creative New Zealand grants and must be submitted **within twelve weeks** of the project end date in your Funding Agreement. Please note that Creative New Zealand may require you to provide further information if we determine that this report is incomplete. Failure to provide complete information may affect your eligibility to apply for further grants.

You must complete all sections of this report to meet the requirements of your Funding Agreement. Within the report there are links to further information and guidelines. [Contact your Creative New Zealand adviser](#) if you need further help.

<b>Client Name:</b>	<input type="text"/>		
<b>Project Title:</b>	<input type="text"/>		
<b>Date Report Due:</b>	<input type="text"/>	<b>Reference No:</b>	<input type="text"/>

## PART I: SUMMARY REPORT

**Tell us about your funded project.**

1. Did it achieve the [Creative New Zealand outcome](#) that you stated in your original application and/or did it achieve other outcomes?
2. Were there any changes from your original application in the following areas:
  - What: the idea – did your project meet or exceed artistic expectations?
  - How: the process – did the project location(s) or timeframe change?
  - Who: the people – were there any changes to who was involved in your project?
  - How much: the budget – were there any changes to the income or revenue for your project?  
(Provide a detailed breakdown in Part II: Financial Report)

***(800 words maximum)***

3. Tell us how you will apply the knowledge gained as a result of the project *OR* tell us about further markets or future audience development opportunities that have resulted from the project.

***(200 words maximum)***

## PART II: FINANCIAL REPORT

**Attach** a financial report which includes the **actual** income and expenditure items relevant to the project funded by Creative New Zealand and any **variance** from your approved budget.

Use the same format that approval of your grant was based on. This is either the budget submitted with your application or a revised budget submitted as a condition of the grant (if applicable).

An 'Actual' and 'Variance' column should be added to the final funded budget as shown in the table below:

EXPENDITURE (as per final funded budget)	Approved Budget \$	Actual \$	Variance \$
<b>TOTAL EXPENDITURE:</b>			

REVENUE (as per final funded budget)	Approved Budget \$	Actual \$	Variance \$
<b>TOTAL REVENUE:</b>			

<b>SURPLUS/DEFICIT:</b>			
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Creative New Zealand reserves the right to require, at its own cost, the financial statements contained herein to be audited, to set the scope of the audit and to appoint an auditor. The grantee shall do whatever is required to facilitate and assist the audit. We recommend that all grantees retain all receipts on file as evidence for an audit.

## PART III: STATISTICAL REPORT

The information you provide below is important. It is used to measure and report on the effectiveness of Creative New Zealand's funding and to ensure sustainable funding for the arts.

Complete the columns that are relevant to the parts of your project that were funded by Creative New Zealand.

Please refer to the [Statistical Report Guidelines](#) on the next page and [contact your Creative New Zealand adviser](#) if you need further help to complete the table.

Actual Start date:

Actual End date:

A. Where the project took place	B. Number of new works/titles created	C. Number of events	D. Number of copies/print run	E. Number of participants	F. Number of event attendances/quantity distributed		
					Paid	Complimentary	Free
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Notes on the statistics provided above (if applicable):

## Statistical Report Guidelines

### A. Where the project took place

Complete column A to tell us where the funded parts of your project took place.

A project location can be a [Local Territorial Authority](#) OR Overseas Country OR National OR Online.

Complete a row of statistics for **each** location where your project took place.

### B. Number of new works/titles created

Complete column B if your project involved creating artwork.

New work refers to the creation, development or publishing of an original work that has not previously existed (excluding the reinterpretation of existing works).

### C. Number of events

Complete column C if your project involved exhibiting or performing.

Events capture the number of opportunities audiences have to experience arts activities

For exhibitions enter the number of days the exhibition is open to the public.

For plays/concerts/dance performances enter the number of performances.

### D. Number of copies/print run

Complete column D if your project involved publishing or recording.

### E. Number of participants actively involved in making or presenting the art

Complete column E if your project involved creating or developing artwork or exhibiting or performing.

Participation includes the active involvement of individuals, groups and/or communities in the making or presentation of art.

It applies to professional, emerging and non-professional artists, including those involved in cultural and recreational activities. Participation does not include activities such as listening to recorded music, reading a book or going to a show.

### F. Number of event attendances/quantity distributed

Complete column F if your project involved exhibiting or performing or publishing (including online).

- **Paid attendances/paid quantity distributed:** the number of people who paid for tickets/copies/arts experiences
- **Complimentary attendances/complimentary quantity distributed:** the number of people who were given complimentary tickets/copies/arts experience (include sponsors)
- **Free attendees/free quantity distributed:** the number of people who attended or accessed free arts experiences.

## PART IV: SUPPORT MATERIAL

List the support material provided with this report.

The preferred method for supplying support material is a web-link (URL) to where your support material may be read, viewed or heard. The URL needs to be a direct link to your written material, images, video or audio. The link must not require further navigation, or for a file to be downloaded.

**Note:** Creative New Zealand will not return support material. Do not send originals or any material that you would like to have returned.

List any other documentation material that might be available on request:

## PART V: SIGN-OFF

### Release of information

The information in this report may be of interest to other artists and/or arts organisations. Please mark Y in the box beside the section(s) listed below that you would be willing to let others see.

SECTION I: SUMMARY REPORT

SECTION III: STATISTICAL REPORT

SECTION II: FINANCIAL REPORT

SECTION IV: SUPPORT MATERIAL

### Declaration

Grant recipients must complete this declaration:

I certify that the grant was used for the approved purpose(s) and declare that this project completion report is true to the best of my knowledge.

I understand that subject to its statutory obligations, Creative New Zealand treats all information in reports as confidential. The personal information provided is used solely for the purpose of administering and evaluating the report. We hold any personal information in accordance with the Privacy Act 1993 and, in particular, the Privacy Principles contained in that Act. Personal information is stored in a secure environment accessible only by authorised persons for legitimate purposes. You have the right to access your personal information and ask for the information to be updated or corrected where necessary.

Creative New Zealand is subject to the Official Information Act 1982 and we may have to release information under that Act to third parties if requested. Creative New Zealand is also subject to the requirements of the Public Records Act 2005; this includes seeking permission from the Chief Archivist to destroy records or transfer records to Archives New Zealand.

Name:

Date: