All recipients of funds from the Creative Communities Scheme (CCS) must complete this form within two months after a 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

Kapiti Coast District Council

Private Bag 60601

Paraparaumu 5254

Attention: Arts & Museums Administrator

1. Project title/grant number
2. Name of applicant
3. Location of project
4. Dates that project took place
5. Amount of funding received from CCS $
6. Please give details of how the money was spent. Please include *all* project costs and income, not just how you used the Creative Communities Scheme funds. If you do not have enough room please use an additional sheet of paper and attach it to this form.

|  |
| --- |
| Project costs |
| Item | Detail | Amount |
| e.g. Hall Hire | 3 days hire at $100.00 per day | $300.00 |
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| Total costs |  | $ |

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| --- |
| Project income |
| Item | Detail | Amount |
| e.g. Ticket sales | 300 tickets at $20 per ticket | $6,000 |
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| Total costs |  | $ |

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| --- | --- | --- |
| Balance | Project income less project costs | $ |

1. How many people?

Actual number of *active participants*? (e.g. people at a workshop) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual number of *attendees*? (e.g. audience members) \_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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?
2. How did your project benefit your community?
3. This report was completed by: