|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: | |  | |
| Project: | |  | |
| Contact Name: | |  | |
| Email: | |  | |
| Phone: | |  | |
| Please indicate as appropriate: | | | |
|  | The project is no longer taking place – Complete Part A | | |
|  | The project is taking place at a later date – Complete Part B | | |
|  | | |  |
| Signed: | |  | |
| Date: | |  | |

**PROJECT REPORT**

**Part A: For projects that will no longer take place**

**Please provide:**

|  |
| --- |
| **A summary of income and expenditure to date on your project – this can and should include honouring contracts with freelance artists and creatives. This can be provided as a separate document.** |
|  |
| **An outline of any work that had already taken place on your project and any positive outcomes from this.** |
|  |
| **An indication of how you intend to repurpose any remaining funds from us. (We encourage grantees to repurpose funds where possible. NB: If you are unable to repurpose the funds, they will need to be returned to us.** |
|  |

**Part B: For projects which will take place at a later date**

**Please provide:**

|  |
| --- |
| **The revised date the project will be completed** |
|  |
| **An outline of any work that has taken place on your project to date** |
|  |

**Note: We will still need to see a balanced budget and full completion report at the end of the project**