

**Interim Project Monitoring Report**

**Why do I need to complete this form?**Creative Scotland, inclusive of Screen Scotland, is the national body supporting the arts, screen and creative industries across all parts of Scotland. We receive and distribute funding from the Scottish Government and the National Lottery.

Through our funding, we support people and organisations to develop great ideas and bring them to life, enabling people and organisations to work in and experience the arts, screen, and creative industries in Scotland.

This form allows you to update us on your progress. On completion, submission and sign off, any interim payments can be issued - these will be detailed in the payment schedule agreed in your original funding agreement.

Please note, you should only complete and submit this form if you have been instructed to do so by Creative Scotland – either in your funding agreement or directly by an assessing officer. The data you provide in this form also helps us to show the reach and impact of the creative activity we support.

We ask all those in receipt of support to help us by providing this data, so we can demonstrate the positive benefits of funding.

Completing this form is an opportunity for you to tell us all about the great work you do. We are always looking for new content for [Our Creative Voice](https://www.ourcreativevoice.scot/), to [showcase on our website](https://www.creativescotland.com/) and to share across our [social media platforms](https://twitter.com/creativescots). If you’d like to get in touch with our Communications team, please visit [Accreditation and Promotion | Creative Scotland](https://www.creativescotland.com/resources/our-publications/funding-documents/accreditation-and-promotion).

You can access Creative Scotland’s [Privacy Notice](https://www.creativescotland.com/privacy-policy) which will provide details of how it handles and uses personal data.



**When should I complete this form?**

You should only complete this form if you are required to submit an Interim Project Monitoring Report – this will be detailed in your funding agreement. If you are unsure whether this applies to you, please check the Funding Instalments section of your funding agreement.

For accounting and audit purposes, this form, and particularly the Certified Income and Expenditure statement (Appendix 1), must be physically signed off by the lead contact for the application to indicate a true and accurate representation of income and expenditure. A scanned/electronic version of this signature is acceptable.

Once completed, you should return this form by email to:

**projectreporting@creativescotland.com**

Please note that we prefer this form to be completed and returned by email. If you would prefer to send in a handwritten version, please do so using **BLACK INK** and **BLOCK CAPITALS** throughout. You can post the form to:

**Funding Team,**
**Creative Scotland,**
**Waverley Gate,**

**2-4 Waterloo Place,
Edinburgh, EH1 3EG.**

**What happens next?**

Upon receipt, you’ll get an automated response confirming that we have received the form. We’ll review for completeness and the Funding Team will then send the form to a relevant art form/specialism team or officer for checking, approval and sign off. Once signed off, this will prompt our Finance Team to issue any outstanding payments. This process will generally take 2-4 weeks but can take longer if information is incomplete or needs to be checked.

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| 1. **You and your activity**
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| 1. **Applicant name:**
 | 1. **Your grant reference number:** *(you will find this on the grant offer letter)*
 |
| 1. **Which funding programme did you receive support from?**
 | *Insert name of funding programme* |
| 1. **Please give the start and finish dates for the funded activity**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date:** | *dd/mm/yy* | **Finish date:** | *dd/mm/yy* |

If these were not the dates you originally outlined in your application, please explain briefly the reason for the change and describe the impact the change had on your project, if any: |
| 1. **Please provide a brief description of the activity you were funded to undertake as described to us in your application:**
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| 1. **Please summarise the activity which has taken place to date (include details of what has happened, where it has happened, who has been involved as artists, tutors, participants etc)***Please enclose copies of audience, participant feedback (or other third-party feedback) on the project activity to date.*
 |
| 1. **Please describe the extent to which you are meeting your original objectives.** If you are experiencing any difficulties with the project, tell us what these are and how you intend to proceed. If the difficulties are significant and changes need to be made to your project, we will do our best to support you, but you must talk to a relevant Creative Scotland officer before proceeding).
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| 1. **Financial management**
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| 1. **Please provide the following summary budget information and send an interim financial statement using the attached form (see Appendix 1).**

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| --- | --- |
| **Forecast total project expenditure to date** | £ |
| **Actual total project expenditure to date** | £ |
| **Forecast total project income to date** | £ |
| **Actual total project income to date** | £ |

*If there were any significant changes (over 10% variation) between actual and forecast figures, please detail these below. If costs increased, please tell us how you are managing the shortfall:*  |
| 1. **If partnership funding was pending at the time we awarded your funding, please tell us if you achieved it as hoped and from where. If not fully achieved, please tell us how you are managing the shortfall?**
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| 1. **Please provide any other feedback on your funded activity which you consider relevant, or which we have specifically requested as a special condition of funding?** *Please refer to your offer letter.*
 |
| 1. **Please detail the activity you have planned over the next few weeks and months, before your next scheduled report. Please include, for example, dates and venues of events such as exhibitions, performances, workshops, any press activity, etc.**
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| **Signature:**  | **Date:**  |

**Interim income and expenditure statement APPENDIX 1**

**Name of applicant: Grant reference:**

Please include all income and expenditure, both cash and in-kind, using the headings given in your application form and in the same order. Where headings include a number of different types of expenditure, you should provide a breakdown showing how the figure has been arrived at. Please provide explanations of any significant variations between budget and actual (greater than 10%) in question 8 in the end of project monitoring report. If you need to use additional pages, please include the grant reference number on each page.

|  |  |
| --- | --- |
| **Income to date** | **Expenditure to date** |
| **Source** | **Budget as per application (£)** | **Actual to date (£)** | **Projected to end of project (£)** | **Item** | **Budget as per application (£)** | **Actual to date (£)** | **Projected to end of project (£)** |
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| **Total**  |  |  |  | **Total** |  |  |  |
| **Surplus/ deficit to date (i.e. income to date less expenditure to date): £** |

**Signed: Date:**

**Printed name: Position (if signing on behalf on an organisation):**

**Important information about the data you submit in this form:**

**Openness and accountability**

Information supplied by you will be held in manual files. It will then be summarised*,* and details transferred to a computer-based grants management system.Reports from the information you supply and from any comments made by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.