

**End of 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.

Your completion of this form enables us to process any remaining payments outstanding. These will be detailed in the payment schedule agreed in your funding agreement.

It is also your opportunity to give us feedback on how you found the funding process. Can we improve our processes? Can we make our information, guidance, and support better? If so, please tell us.

Finally, the data you provide in this form helps us to show the reach and impact of the creative activity we support through our funding.

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/%5D) 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 complete and return this form to us **within 12 weeks** of your funded activity coming to an end. When answering the questions, please refer to your original application and the funding agreement you signed.

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.

Alongside this, the form will be shared with our Knowledge and Research Team. It is their role to gather the statistical data we need when we are asked to report on the work we do.

Finally, any feedback provided about how we can change or improve our processes will be added to a log of issues we keep for this purpose. This log is discussed regularly by a working group of Creative Scotland staff who are continuously looking to improve our funding processes in response to feedback.

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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 briefly explain the reason for the change and describe the impact the change had on your project, if any: |
| 1. **Tell us how your project went**:Please refer to your funding application and the aims of the activity you were funded to do. Tell us what worked well and any challenges you faced (and how you dealt with them).
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| 1. **In terms of you (as an individual) or your organisation, tell us what you think the long-term benefits of this activity/project will be, if any?** *We’re looking for you to tell us what this funding will mean in terms of your artistic or organisational development. Has it enabled you to develop your practice or opened new opportunities?*
 |
| 1. **Where did your project take place?** *Tell us, as clearly as you’re able, the split of where the project happened – including any of the developmental work, delivery of events, performances, tours, or outreach work.* *If any or all your funding was specifically to tour work, you must also complete the Touring Schedule (see Appendix 2).*

|  |  |  |
| --- | --- | --- |
|  | **% of delivery** | **Please specify areas** |
| **In your own location(s) / venue(s) where applicable** |  |  |
| **In your Local Authority area** |  |  |
| **In other Scottish Local Authority areas** |  |  |
| **In other parts of the UK** |  |  |
| **International**  |  |  |

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| 1. **Did any of the following groups specifically benefit from the funded activity**?*We’re just looking for a Yes/No for each group – you don’t need to detail any specific numbers for each.*

|  |  |
| --- | --- |
| **Black, Asian or minority ethnic groups** |   |
| **Children and Young People** |   |
| **Disabled people** |   |
| **Faith / religious groups**  |   |
| **Gender Group**  |   |
| **Health / wellbeing groups**  |  |
| **LGBTI (Lesbian, Gay, Bisexual, Transgender, Intersex) people** |   |
| **Looked after children** |   |
| **Older people** |   |
| **Refugees / Asylum seekers**  |  |

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| 1. **Others involved in the project/activity**
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| 1. **Tell us how many people were paid or employed as part of your funded activity?** *Please include any other artists, collaborators, staff, employees, workers. Don’t include anyone involved in a youth employment role or volunteers (we’ll cover them in the next 2 questions).*
 |
| 1. **How many people were involved in the funded activity as part of any of the following employment initiatives?**

|  |  |
| --- | --- |
| **Paid work placements** |  |
| **Unpaid work placements** |  |
| **Paid apprenticeships / traineeships** |  |
| **Unpaid apprenticeships / traineeships** |   |
| **Paid internships** |   |
| **Unpaid internships** |   |

 |
| 1. **Not including anyone listed in answer to Q.10, how many volunteers were involved in the funded activity?**
 |
| 1. **In total, how many hours were contributed by volunteers?**
 |
| 1. **Tell us how many artists and creative practitioners were involved in the funded activity, and what their involvement was?**

|  |  |
| --- | --- |
| **Commissions to produce new work** |  |
| **Completed residencies** |  |
| **Other events or activities** |  | **Please describe:** |  |
| **Support-in-kind** |  | **Please describe** |  |

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| 1. **Reaching people**
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| 1. **Please tell us how the funded project/activity has reached people and benefited the public and/or the wider creative sector?** *Questions 14-17 will allow you to give us some of the specific numbers so in this question we’re looking for you to tell us how the reach of the project compares to what you anticipated when you applied. Please refer to your original application and highlight any unanticipated outcomes.*

*(Continue on a separate page if necessary.)* |
| 1. **Please tell us about any public events delivered as part of the funded activity.** *If any or all your funding was specifically to tour work, you must also complete the Touring Schedule (see Appendix 2).**Where categories are not applicable to your activity, please use N/A.*

|  |  |  |
| --- | --- | --- |
|  | **Number** | **Actual or estimate** |
| **Numbers of performances** |  |  |
| **Number of participants** |  |  |
| **Number of attendances** |  |  |
| **Ticket sales** |   |  |
|  |  |  |
| **Number of exhibitions** |  |  |
| **Number of participants** |  |  |
| **Number of attendances** |  |  |
| **Ticket sales** |  |  |
|  |  |  |
| **Number of other public events** |  |  | **Please specify** |  |
| **Number of participants** |  |  |
| **Number of attendances** |  |  |
| **Ticket sales** |  |  |

***Please note****:** *Participants are those actively learning, being trained, or taking part in the activity; attendees are those who attend an exhibition, screening or performance as an audience member.*
 |
| 1. **Please tell us about any learning and outreach sessions delivered as part of funded activity:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Nursery, school, college, or university groups** | **Other** | **Actual or estimate** |
| **Number of sessions** |  |  |  |
| **Number of early year participants (0-4 years)** |  |  |  |
| **Number of children** **(5-17 years old)** |  |  |  |
| **Number of young people participants (18-25 years old)** |  |  |  |
| **Adult learners (26+ years old)** |  |  |  |
| **Other participants, please specify below:** |  |
| *Insert details* |  |  |  |
| **Total number of participants** |  |  |  |

\* Where you have delivered a programme of learning and outreach activity delivered, please count each session within the programme. Individual participants should only be counted once, whether attending a one-off activity or a programme of activity over a number of weeks |
| 1. **Please tell us about the number of sessions supporting artists/artistic development / professional training:**

|  |  |  |
| --- | --- | --- |
|  | **Number** | **Actual or estimate** |
| **Numbers of sessions** |  |  |
| **Total number of participants** |  |  |

 |
| 1. **Please tell us about any of the following activity as part of funded activity?**

|  |  |
| --- | --- |
| **Books** | **Number** |
| **Number of new titles** |  |
| **Book sales – new titles** |  |
| **Book sales – backlist titles** |  |
|  |  |
| **Newsletters, magazines, journals** | **Number** | **Circulation** |
| **Total number of physical publications** |  |  |
| **Total number of electronic publications** |  |  |
|  |  |
| **CDs and DVDs** | **Number** |
| **Total number of CDs / DVDs produced** |  |
|  |  |
| **Downloads / streaming** | **Number** |
| **Paid for music / audio downloads** |  |
| **Paid for film streaming / downloads** |  |
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| **Digital activity** | **Number** |
| **Number of unique visitors to your website** |  |
| **Number of website sessions** |  |
| **Number of website users** |  |

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| 1. **Financial management**
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| 1. **Please provide the following summary budget information and send a certified financial statement using the attached form (see Appendix 1).**

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| **Forecast total project cost** | £ |
| **Actual total project cost** | £ |

*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 managed 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 managed the shortfall?***Please note: when the final amount of your grant is calculated, if the project has achieved a surplus of funds because costs have reduced or income from other sources has increased, we may reduce our final payment or ask you to repay any overpaid sums as appropriate.*
 |
| 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.*
 |

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| 1. **Application and funding process**
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| 1. **Did you find the application and funding process clear?**
 | *Yes/No* |
| 1. **Referring to your answer above can you tell us more about how we did?** *Please be honest! Give us your feedback on our processes and management, telling us what we do right, and what we can do better - so that we can try to improve how we do things in future. This can include how we present the information (in guidelines and online), the advice or guidance we give (through emails, speaking to our staff or the enquiry service), the assessment and decision-making process, the payment of funding, or any support during delivery of the project.*
 |
| **Signature:**  | **Date:**  |

**Certified 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 19 in the end of project monitoring report. If you need to use additional pages, please include the grant reference number on each page.

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| **Source** | **Budget (£)** | **Actual (£)** | **Item** | **Budget (£)** | **Actual (£)** |
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| **Total**  |  |  | **Total** |  |  |
| **Total surplus / deficit on the project (actual income less actual expenditure): £** |

**Signed: Date:**

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

**Touring Schedule APPENDIX 2**

Relating to Question 7 - please only complete this schedule if you were funded to undertake a tour, or if your project included a touring programme.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of toured activity** | **Date fromdd/mm/yy** | **Date todd/mm/yy** | **Name of venue** | **Venue postcode** | **Venue size**  | **Number of performances, exhibition days or screenings at venue**  | **Total tickets available** | **Total attendance purchased tickets** | **Total attendance complementary tickets** | **Actual or estimate** | **Box office potential** | **Box office takeactual** |
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**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.