



## Request for an extension for delivery of a project completion report

A second extension, an extension once a Default status has been reached or an extension beyond the eligible completion timeframe for a programme is the exception and will require approval by a Creative New Zealand manager.

If you are unable to commit to completing this project within a reasonable timeframe you should consider returning the grant and reapplying at a later date.

<b>Name of grant recipient:</b>	_____
<b>Project Title:</b>	_____
<b>Reference Number:</b>	_____ : _____ <b>Amount of grant: \$</b> _____
<b>Original project end date:</b>	_____ / _____ / _____
(As given by you on the funding agreement)	
<b>Current Date Report Due:</b>	_____ / _____ / _____
<b>New date requested for delivery of the report:</b>	_____ / _____ / _____

### Attach the following:

- 1. Update on Status of project to date**  
(include evidence of work completed)
- 2. Itemised expenses incurred to date**  
(attach breakdown of budget against actual to date & provide copies of receipts where possible)
- 3. Amount of grant remaining for this project**
- 4. Reason why project has been delayed and an extension is required**
- 5. New timeline/project plan for the remainder of work to be completed**  
(should include confirmation of commitment of parties involved)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Send this completed form, along with required attachments to:**

Grants & Process Adviser, Business Services, Creative New Zealand, PO Box 3806, Wellington, 6140  
Or [reporting@creativenz.govt.nz](mailto:reporting@creativenz.govt.nz)