

Project Completion Report Guide

A. ARTISTIC ASSESSMENT

Please comment on the extent to which your project expectations, as described in your original application, were met. Include comments about what worked well, what didn't work well and what could be improved. It may be useful to include commentary on the working process as well as the final result. If your grant was for specific artistic outcomes within a programme of work (eg New Zealand content) please include this.

B. FINANCIAL STATEMENT

Please attach a financial statement for your project. This will include the budget for the project against the actual figures. Below is an example of the format and headings you should use. Note that if you are an individual applicant and your grant is for a project such as a writing grant or artist stipend, it may only be necessary to list your grant.

	Budget	Actual	Variance *
ALL INCOME <u>Please itemise</u> CNZ grant (Please include other grants, sponsorship and sponsorship in kind and earned income such as ticket sales, fees etc.) Total			
EXPENDITURE <u>Please itemise</u>			

Total			
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* Please comment on the reasons for any difference between budget and actual figures:

C. ATTENDANCE/AUDIENCE FIGURES

	Original Estimate	Actuals
Paid Attendance		
Daily exhibition/performance/ festival attendance		
Workshop/seminar registrations		
Ticket Numbers and Prices		
- Adult		
- Child		
- Family		
- Concession		
Other Events e.g. forum (please specify event)		
Total paid audience number for exhibition, season, event		
Free Attendance		
Daily exhibition performance/ festival attendance		
Workshop/seminar registrations		
Tickets to sponsors		
Complimentaries		
Other Event e.g.forum (please specify event)		
Total free audience number for exhibition, season, event		
Total Paid and Free Audience number for exhibition, season, festival, etc.		

If possible, please provide a description of the audience profile.

D. PUBLICATIONS FIGURES

	Number Produced	Sales To Date
Book(s)		
Exhibition catalogue(s)		
CD/CD-ROM		
Video		
Other		

E. PRODUCTION AND PRESENTATION ASSESSMENT

Please comment on the extent to which your project expectations, as described in your original application, were met. Include comments about what worked well, what didn't work well and what could be improved. It may be useful to include commentary on the working process as well as the final result.

F. TOURING

If your project had a touring component, please also include the following information for each location:

- Venues
- Dates
- Attendance

G. MARKETING/MEDIA

Briefly describe your publicity/marketing strategy. Comment on its effectiveness.

H. ACKNOWLEDGEMENT OF CREATIVE NEW ZEALAND FUNDING

Please provide details on how you provided public acknowledgement of CNZ's funding and attach examples of any printed material.

I. SUPPORT/EVALUATIVE INFORMATION

Please list and attach copies of any additional support material about your project. This might include a selection of the following:

- Reviews/media coverage
- Programmes
- Catalogues
- Scripts
- Published books
- Videos
- CD/CD-ROM
- Scores
- Audience/workshop evaluation comments/feedback
- Images/recordings of the exhibition, performance or event (photographs, slides, photocopies)
- Copies of material including acknowledgment of Creative New Zealand

CNZ will return items such as slides, videos and CD/CD-ROMs once they have been viewed.

Information contained in this report may be of use and interest to other artists and/or arts organisations. Please place a tick in the box beside the sections listed below that you would be willing to let others see.

Artistic Assessment

Financial Statement

Attendance/Audience Figures

Publication Figures

Production and Presentation Assessment

Touring

Marketing/Media

Acknowledgment of Creative New Zealand

Support/Evaluative Information

Signature

Date

Thank you for taking the time to complete this report. Please send your written report in hard copy format only (not digital) and ensure you attach the coversheet. Send it to:

Arts Services

Creative New Zealand

P O Box 3806

Wellington