



Small Grants Programme End of Project Report

Information on filling out the End of Project Report form:

- Please read this form and keep it for your future use.
- This form can also be downloaded from our website:
<http://www.artscouncil-ni.org/award/smallgrant.html>
- When your project has ended, please complete this form and return it to the Arts Council at the address below.
- There are 6 pages to this form; **please complete each section.**
- All Small Grants Programme awards should be completed no later than **one year** after the date the project commenced. If your project has not completed one year after the date it commenced, you should contact the Arts Council for advice through the contact below.
- This is your opportunity to inform the Arts Council on your work.
- Please submit information on your project, the artists, the beneficiaries, publicity and other documentation as relevant that demonstrates how you used the award
- You are **not** required to submit evidence of expenditure with this form, however you should ensure that you keep all financial records and accounts, including receipts for items bought with the award, for at least two years from receipt of the award. You may be required to make these available to the Arts Council of Northern Ireland or its agents, if asked. (ref: clause 16 of the signed contract)
- The final section (Section 9) must be signed by a designated post holder within your board of management (Treasurer, Secretary, Chairperson or Vice Chairperson.
- Please note that random samples of Arts Council Lottery-supported projects are selected each year for in-depth monitoring and on-site visits. You will be contacted in advance if your project is selected.
- If you would like to request that an Arts Council representative attend your project, please send information on the project and the time and dates that your project is due to happen to the contact below; this request will then be considered.
- If you need help with completing this form, please contact the Arts Council for advice.
- Contact information:

Edel Murphy
Small Grants Programme Officer
MacNeice House
77 Malone Road
Belfast. BT9 6AQ

emurphy@artscouncil-ni.org

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Direct line telephone: (028) 9038 5203

1. **Small Grants Programme Application Reference No.:**

ACNI/ _ _ _ _

2. **Organisation Name:**

3. **Date your project started:**

4. **Date your project ended:**

5. **Project Title:**

5.1 Describe the project that the Small Grants Programme award was used for.

(You may wish to give a general overview of your project and to let us know of the highlights or particular interesting outcomes of your project.)



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5.2 Did you deliver the project as envisaged in the application form? Please tell us about how your project ran.

If no, please tell us the reasons for the changes.

(delete as appropriate)

Yes / No

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5.3 Do you feel that you met the aims and objectives of the project, including the projected budget, as described in the application? If yes tell us about the project and how it succeeded in reaching your aims. If no, please tell us the reasons why.

(delete as appropriate)

Yes / No

(Were there any unforeseen costs? Did your project plan allow you adequate time to complete your project as you wished? Was the standard of work you achieved higher or lower, or as you expected?)

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5.4 Did you encounter any difficulties/exceptional circumstances in the project, e.g. financial, administrative, artistic, personnel, marketing, timetable? Please tell us about these below:

(delete as appropriate)

Yes / No

(Facilities or personnel may not have been available as expected; partnership money may have increased in the course of the programm..)

6. Please tell us how you acknowledged the award through publicity, events, press releases; please include samples of your publicity.

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7. Have you any comments on the application process for the Small Grants Programme?

(You might like to comment on the information online; the application form; the support you needed or received; any suggestions to improve the process.)

8. Name and role of person who completed this form:

Signed:

Name (in block capitals):

Position within the organisation:

Date:

On behalf of (*Organisation*):

9. Declaration

A designated post holder within your board of management must sign this declaration (Treasurer, Secretary, Chairperson or Vice Chairperson).

I certify that all of the information in sections 1-8 is true and accurate and that all documentation relating to this grant is clearly identifiable and available for inspection by the Arts Council of Northern Ireland or its agents.

Signed:

Name (in block capitals):

Position within the organisation:

Date:

On behalf of (*Organisation*):