



LOTTERY FUNDED

**ARTS COUNCIL OF NORTHERN IRELAND
SMALL GRANTS PROGRAMME
END OF PROJECT REPORT FORM**

**IMPORTANT: THIS FORM SHOULD BE COMPLETED
AND RETURNED WITHIN ONE MONTH OF THE END
DATE OF YOUR PROJECT.**

Please return form to:

Arts Council of Northern Ireland
Linen Hill House
23 Linenhall Street
Lisburn
BT28 1FJ

Your Award Reference Number ACNI/

Your organisations name:



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.
- This form should be completed and returned within one month of the end date of your project. Failure to do so may mean that you will be requested to return the award in part or in full. If you think your project is not going to be completed within the date stated in your application you should contact the Small Grants Programme Officer at the Arts Council for advice
- There are 9 pages to this form; **please complete each section.**
- This report is your opportunity to tell the Arts Council about 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).
- Any underspend should be returned *with the End of Project Report* to the Arts Council of Northern Ireland by cheque.
- The final section (Section 10) must be signed by a designated post holder within your board of management (Treasurer, Secretary, Chairperson or Vice Chairperson).
- If you need help with completing this form, please contact the Arts Council for advice.



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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 Summarise 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?

(delete as appropriate)

Yes / No



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5.3 Please provide details of the beneficiary numbers (audiences, participants, etc) against the targets indicated in your original application. Did you meet your target groups and audiences?

5.4 If you used a Local Authority venue please give details here.



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5.5 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 programme; the programme budget may have incurred an underspend or increased costs etc.)



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INCOME

You should show ALL income you received for this project as well as the Arts Council award, eg fees, box office income, sponsorship, grants from other organisations/agencies

Arts Council of Northern Ireland	£
Totals	£

- 7. Please tell us how you acknowledged the Arts Council Lottery award through publicity, events, press releases; please include samples of your publicity with this form.**



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8. 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.)

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

Signed:

Name (in block capitals):

Position within the organisation:

Date:

On behalf of (*Organisation*):

10. 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 on this form 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*):