**CORK COUNTY COUNCIL**

**MUNICIPAL DISTRICTS**

**ARTS DEVELOPMENT FUND**

**PROJECT/ACTIVITY COMPLETION REPORT**

|  |  |  |
| --- | --- | --- |
| Application reference no. |  | |
| Name of Organisation |  | |
| Is your organisation voluntary or professional? |  | |
| Does your organisation employ any full time or part time staff? If yes, please give details. |  | |
| How many volunteers were involved in the project/activity? | |  |
| Were any other organisations involved in the project/activity? If yes, please details. |  | |

**Project/Activity outline**

Briefly describe the project/activity undertaken for which grant funding was provided

|  |  |
| --- | --- |
| **Changes to the funded project/activity**  Did the project/activity take place as planned or did any significant changes have to be made during the course of the project |  |

**Access and Participation**

|  |  |
| --- | --- |
| How did the funded project/activity improve or enhance access to the arts in your community? |  |
| Which of the following groupings was the main focus of the funded project   1. children and young people 2. older people 3. general audience 4. persons with a disability 5. culturally/ethnically diverse groups 6. economically or socially disadvantaged 7. Other. |  |
| Did the funded project/activity involve active participation in an arts activity? If yes, describe |  |

**Participation report: This section should list the people who actively took part in the project.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Venue** | **Participant group (as listed above)** | **Number of participants** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total number of participants | | |  |

**Audience: In this section record the total audience that saw/experienced the outcome of the project**

|  |  |
| --- | --- |
| Total Audience |  |

**Artists and art forms**

|  |  |
| --- | --- |
| List the artists or arts facilitators that were involved in the project |  |
| Give details of the main art form(s) involved in your project |  |

**Venues information**

|  |  |
| --- | --- |
| List the venue(s) in which the project/activity took place. |  |
| Is the venue owned by your organisation, another organisation, by the community or shared with a number of organisations |  |
| Is the venue suitable for the needs of your organisation |  |
| Could improvements be made to the venue that would assist your organisation’s work? If yes, please describe |  |

**Promotion of project/activity**

|  |  |
| --- | --- |
| How was your project/activity publicised? |  |
| Did your group use social media as a communication/promotion tool in the course of the project? |  |
| If yes, please give details. |  |

**Project Evaluation**

|  |  |
| --- | --- |
| List the objectives of your project |  |
| How successful was the project in meeting its objectives |  |
| What were the positive outcomes of the project or activity? |  |
| Were there any poor or unforeseen outcomes? |  |
| What aspect(s) of the project/ activity could be improved? |  |
| Are there any factors (access to local venues, skills, training, etc) that would assist your organisation in delivering similar or other projects in the future? |  |

Additional Information

**PROJECT BUDGET**

**Expenditure:** Please give a breakdown of all expenditure such as artist’s fees, publicity, venue hire, equipment hire, etc.

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| --- | --- |
| **Expenditure Details** | **Amount** |
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|  |  |
| Total Cost of Project |  |

**Income**: Please give details of income including grant offered by Cork County Council

|  |  |
| --- | --- |
| **Income Details** | **Amount** |
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Checklist

1. Project/Activity Completion Report

2. Project/activity Documentation: Include Photographs/video/audio recordings

3. Copies of print material/ digital media releases/ press clippings associated with the the project which show that council support of the project was acknowledged

**Declaration**

I hereby declare that, to the best of my knowledge, the information given is correct.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed Grant reports should be posted to

**A digital version of this form may be downloaded from the Arts Page of** [**www.corkcoco.ie**](http://www.corkcoco.ie)

Completed forms along with supporting material should be posted to:

The Arts Office Cork County Council

County Hall

Cork.

Tel: 021 4285000 Email:arts@corkcoco.ie

**Please retain a copy of your report for your records**