



End of project monitoring report

Why do I need to complete this form?

Orkney Islands Council is responsible for distributing funds from the public purse, with the majority of the money we administer coming from the Scottish Government. We believe that the public funding of the arts is a vital part of our lives, enriching society in a myriad of ways.

In order to demonstrate the positive benefits of our funding, we ask all those in receipt of support to help us – both by providing us with the data we need to show the reach and impact of the creative activity we support; and also to tell us your stories about the great work you do.

Additionally, the completion of this form will enable us to process any remaining payments outstanding as per the payment schedule agreed in your original funding agreement.

And finally, this form is your chance to tell Orkney Islands Council how we did? Can we improve our processes, or make our information, guidance and support to you better? If so, please tell us.

When should I complete this form?

We ask that you complete and return this form to us **within 5 weeks** of the conclusion of your funded activity. When answering the questions, please refer back to your original application and the funding agreement you signed.

Please note that for accounting and audit purposes, this form, and particularly the Certified Income and Expenditure statement (Appendix 1), must be physically signed off by the lead contact for the application to indicate a true and accurate representation of income and expenditure. A scanned/electronic version of this signature is acceptable.

Once completed, you should return this form by email to:

Emma.gee@orkney.gov.uk

Please note that we prefer this form to be completed and returned by email. However if you would like to send in a typed or handwritten version, do so using **BLACK INK** and **BLOCK CAPITALS** throughout. You can post the form to:

Emma Gee, Arts Officer, Council Officers, School Place, Kirkwall, Orkney, KW15 1NY

A. You and your activity

1. **Applicant name:**

2. **Organisation name:**

3. **Please give the start and finish dates for the funded activity:**

Start date:

Finish date:

If these were not the dates you originally outlined in your application, please explain briefly the reason for the change and describe the impact the change had on your project, if any:

4. **Tell us how your project/programme went:**

Please refer back to your funding application and the aims of the activity you were funded to do. Tell us what worked well and any challenges you faced (and how you dealt with them).

5. In terms of your organisation, tell us what you think the long-term benefits of this activity / project /programme will be for the organisation?

What does this funding will mean in terms of your artistic or organisational development? Has it enabled you to develop your practice or opened up new opportunities?

6. Did any of the following groups specifically benefit from the funded activity?

We're just looking for a Yes / No for each group – you don't need to detail any specific numbers for each.

Black, Asian or minority ethnic groups	
Children and Young People	
Disabled people	
Faith / religious groups	
Gender Group	
Health / wellbeing groups	
LGBTI (Lesbian, Gay, Bisexual, Transgender, Intersex) people	
Looked after children	
Older people	
Refugees / Asylum seekers	

B. Others involved in the project / activity/programme

7. Tell us how many people were paid or employed as part of your funded activity?

Please include any other artists, collaborators, staff, employees, workers. Don't include anyone involved in a youth employment role or volunteers (we'll cover them in the next 2 questions).

8. Tell us how many artists and creative practitioners were involved in the funded activity, and what their involvement was?

9. How many people were involved in the funded activity as part of any of the following employment initiatives?

Paid work placements	
Unpaid work placements	
Paid apprenticeships / traineeships	
Unpaid apprenticeships / traineeships	
Paid internships	
Unpaid internships	

10. How many volunteers were involved in the funded activity?

11. In total, approximately how many hours were contributed by volunteers?

C. Reaching people

12. Please tell us how the funded project / activity/programme has reached people and benefited the public and / or the wider creative sector?

Please refer back to your original application and highlight any unanticipated outcomes.

(Continue on a separate page if necessary.)

13. Please tell us about any public events delivered as part of the funded activity.

	Number	Actual or estimate
Numbers of performances		
Number of participants*		
Number of attendances**		
Ticket sales		

Number of exhibitions		
Number of participants		
Number of attendances		
Ticket sales		

Number of other public events			Please specify
Number of participants			
Number of attendances			
Ticket sales			

Please note:

*Participants are those actively learning, being trained or taking part in the activity;

**attendees are those who attend an exhibition, screening or performance as an audience member.

14. Please tell us about any learning and outreach sessions delivered as part of funded activity:

	Nursery, school, college or university groups	Other	Actual or estimate
Number of sessions			
Number of early year participants (0-4 years)			
Number of children (5-17 years old)			
Number of young people participants (18-25 years old)			
Adult learners (26+ years old)			
Other participants, please specify below:			
Total number of participants			

* Where you have delivered a programme of learning and outreach activity delivered, please count each session within the programme. Individual participants should only be counted once, whether attending a one-off activity or a programme of activity over a number of weeks

15. Please tell us about the number of sessions supporting artists / artistic development / professional training:

	Number	Actual or estimate
Numbers of sessions		
Total number of participants		

16. Please tell us about any of the following activity as part of funded activity?

Books	Number
Number of new titles	
Book sales – new titles	
Book sales – backlist titles	

Newsletters, magazines, journals	Number	Circulation
Total number of physical publications		
Total number of electronic publications		

CDs and DVDs	Number
Total number of CDs / DVDs produced	

Downloads / streaming	Number
Paid for music / audio downloads	
Paid for film streaming / downloads	

Digital activity	Number
Number of unique visitors to your website	
Number of website sessions	
Number of website users	

D. Financial management

17. Please provide the following summary budget information and send a certified financial statement using the attached form (see Appendix 1).

Forecast total project cost	£
Actual total project cost	£

If there were any significant changes (over 10% variation) between actual and forecast figures, please detail these below. If costs increased, please tell us how you managed the shortfall:

18. If partnership funding was pending at the time we awarded your funding, please tell us if you achieved it as hoped and from where. If not fully achieved, please tell us how you managed the shortfall?

E. Application and funding process

19. **Did you find the application and funding process clear?**

20. **Referring to your answer above can you tell us more about how we did?**

Please be honest! Give us your feedback on our processes and management, telling us what we do right, and what we can do better - so that we can try to improve how we do things in future. This can include how we present the information (in guidelines and online), the advice or guidance we give (through emails, speaking to our staff or the enquiry service), the assessment and decision making process, the payment of funding, or any support during delivery of the project.

Signature:

Date:

Certified income and expenditure statement

APPENDIX 1

Name of applicant:

Grant reference:

Please include all income and expenditure, both cash and in-kind, using the headings given in your application form and in the same order. Where headings include a number of different types of expenditure, you should provide a breakdown showing how the figure has been arrived at. Please provide explanations of any significant variations between budget and actual (greater than 10%) in question 19 in the end of project monitoring report. If you need to use additional pages please include the grant reference number on each page.

Income			Expenditure		
Source	Budget (£)	Actual (£)	Item	Budget (£)	Actual (£)
Total			Total		
Total surplus / deficit on the project (actual income less actual expenditure): £					

Signed:

Date:

Printed name:

Position (if signing on behalf on an organisation):

Important information about the data you submit in this form:

Openness and accountability

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from any comments made by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

Data protection

Data held on our grants management system is used for statistical and accounting purposes. We view your signature on your application form as acceptance of the use of your data outlined above.