

End of Project Monitoring Report

To fulfil our monitoring needs and to help us assess the impact of our funding, please complete and return this form to us **within one month** of concluding your funded activity, **together with receipts for all expenses claimed**. Please type this form if possible. If you hand write it, please do so using **BLOCK CAPITALS** throughout. You may reproduce the questions, with answers, on your own word-processing system if you prefer. However, you must type the questions above your answers and use the same numbers as on this form.

This form is also available for completion or download on our website (www.iomarts.com). However, we cannot be responsible for any changes to your computer systems that result from using this format.

Funded activity

1. Applicant name

2. Name & Date of event

3. Please provide a brief description of the activity you were funded to undertake as described to us in your original application.

4. If other funding or sponsorship was outstanding at the time of award, please tell us if you achieved it as hoped and from where. If not fully achieved, please tell us how you managed the shortfall.

Please note: If your project/event/course has achieved a profit because costs have reduced or income from other sources has increased, you will be required to repay any overpaid sums as appropriate.

5. Please summarise the ways in which you have acknowledged that your project was funded by the Isle of Man Arts Council and attach an example, such as publicity, a press release, programme, etc.

6. In the case of underwriting awards, describe the marketing activity which took place for your project and tell us if it was effective in reaching the people your project was aimed at.



7. Please give actual figures for how many people benefited from your activity. Where categories are not applicable to you/your project/event, please mark N/A.

No. of performances/exhibitions	<input type="text"/>	Total attendees	Paid	Free
Ticket price(s)	£ <input type="text"/>		Adults	Children
Adult/child numbers breakdown				
Total number of participants/actors/musicians				

Workshops Fee charged £

(Please count each event once only i.e. if your organisation ran a workshop lasting 2 days this would be counted as 1 event)

How many volunteers worked on your project?

8. If you have produced anything as a result of your project, please send us a photograph, copy of the publication, CD, DVD, etc. as relevant. Please send any additional supplementary information you think we would find of interest. This could be a summary of audience feedback, sample copies of press cuttings, etc.

Please note: Images submitted in support of your application may be stored electronically by us and they may be reproduced in Isle of Man Arts Council publications and on our website.

Please mark here if you would prefer that we **do not** use these images for this purpose.

9. Did you find the application and grant giving process clear? Yes No

10. Please give any general comments on the application and grant giving process which will help us improve our service.

Signature

Date

Important information

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.

Send completed form to: Grants Administration
Isle of Man Arts Council
Department of Education and Children
Hamilton House
Peel Road
Douglas Isle of Man IM1 5EZ

An electronic copy of this form is available for completion or download from our website at www.iomarts.com.

Please note: The Arts Council will not consider claims for hospitality for workshop participants, club members or event organisers. Only claims for performers or tutors may be included for underwriting purposes.

Income and expenditure statement

Name of applicant

Name of Event

Date of event

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.

Income (including sponsorship, merchandise sales, donations)			Expenditure (you must include substantiating receipts when returning this form)		
Source	Budget (£)	Actual (£)	Item	Budget (£)	Actual (£)
Total			Total		
Total surplus/deficit on the project (actual income less actual expenditure) £					

Signed

Date

Telephone

Print name

Position (if signing on behalf of an organisation)