

Ref. No.-

Date/Time of Receipt-

(For Official Use)

創意香港

CREATE HONG KONG

COMPLETION REPORT OF APPROVED PROJECT

CreateSmart Initiative (CSI)

Project Reference	:	
Project Title in English	:	
Project Title in Chinese	:	
Recipient Organization	:	
Report Period	:	From:
		To :

1. Project Details

1.1 Project Overview

Project Ref. :

Project Title (English) :

(Chinese) :

Recipient Organization :

Contact Person (Name & Position) :

- Tel and Fax/Email :

Collaborating Party (if any) :

- Contact Person (Name) :

- Tel and Fax/Email :

Sponsor (if any) :

Total Sponsorship (if any) :

Approved Funding from the CSI :

1.2 Project Period

Commencement date (dd/mm/yyyy) :

Original Target Completion date (dd/mm/yyyy) :

Project Duration (months)

Revised Completion date¹ (if any)
(dd/mm/yyyy)

Actual Completion date (dd/mm/yyyy) :

If the actual completion date is different from the original target completion date (or the revised completion date, if any), please provide explanations here.

(Please use separate sheets if necessary)

¹ Revised Completion date refers to a revised date approved by the CreateSmart Secretariat. If there is more than one revised completion date, please put down the last approved revision.

1.3 Updated Project Abstract

(Not more than 200 words)

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1.4 Project Milestones

(Please use separate sheets if necessary)

Period		Milestones Achieved
From (dd/mm/yyyy)	To (dd/mm/yyyy)	

1.5 Project Achievements

(Note: Please list out in detail achievements of each of the deliverable(s) as set out in Section C of the Approved Project Proposal in Appendix I of the Project Agreement.)

(Please use separate sheets if necessary)

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1.6 Feedback from the beneficiaries of the Project including evaluation survey.

(Please use separate sheets if necessary)

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1.7 Activities organized/planned to promote or make available the Project Deliverables to the creative industries e.g. publication, press conference, and exhibition (if any)

(Please use separate sheets if necessary)

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1.8 Problems encountered in implementing the Project (if any)

(Please use separate sheets if necessary)

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1.9 Other Comments and Suggestions (if any)

(Please use separate sheets if necessary)

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2. Financial Position

(Cumulative total up to end of project)

(Please attach the final audited account report as set out in CSI Guide 9.1.4(a))

(Please use separate sheets if necessary)

2.1 Expenditure (HK\$)

(i) Manpower

<u>Item</u>	<u>Approved Budget</u> (A)	<u>Actual Expenditure</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
Total (HK\$)				

(ii) Equipment

<u>Item</u>	<u>Approved Budget</u> (A)	<u>Actual Expenditure</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
Total (HK\$)				

(iii) Other Direct Cost

<u>Item</u>	<u>Approved Budget</u> (A)	<u>Actual Expenditure</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>

Total (HK\$)				

Total Project Expenditure	:	HK\$
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2.2 Income (HK\$)

<u>Item</u>	<u>Budget Income</u> (A)	<u>Actual Income</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
Total (HK\$)				

2.3 Sponsorship (HK\$)

<u>Sponsoring Organization and type of sponsor</u>	<u>Budget Sponsorship</u> (A)	<u>Actual Sponsorship</u> (B)	<u>Discrepancy</u> =(B) – (A)	<u>Explanation for the variance, if any</u>
Total (HK\$)				

2.4 Financial Summary

Approved funding from Government	:	HK\$
Plus : Interest received on the funds	:	HK\$
Plus : Sponsorship	:	HK\$
Plus : Actual income received	:	HK\$
Less : Actual expenditure	:	HK\$
Balance to be refunded to Government (if any)²	:	HK\$

² The actual balance of fund to be returned is subject to CreateSmart Initiative Secretariat's examination of the final audited account in the light of the provisions in the Project Agreement.

Report completed by:

	Authorized Signature	:	
	Name of Signatory	:	
	Position	:	
	Recipient Organization	:	
	Date	:	
	Telephone No.	:	
Company Seal	Fax No./Email	:	