

Ref. No.-

Date/Time of Receipt-

(For Official Use)

創意香港

CREATE HONG KONG

PROGRESS 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 Project Duration (months)** :
- Original Target Completion date (dd/mm/yyyy)**
- Revised Target Completion date (if applicable)**
(dd/mm/yyyy)
- Revised Completion date¹ (if any) (dd/mm/yyyy)**

1.3 Updated Project Abstract

(Not more than 200 words)

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.

1.4 Project Milestones

(Please use separate sheets if necessary)

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

1.5 Project Progress to-date

(Note: Please provide details on the progress 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)

--

1.6 Problems encountered in implementing the Project (if any)

(Please use separate sheets if necessary)

--

1.7 Variations in the Project or supplementary information (if any)

(Please use separate sheets if necessary)

--

1.8 Other Comments and Suggestions (if any)

(Please use separate sheets if necessary)

--

2. Financial Position to-date

(Cumulative total up to date)

(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 Expenditure of Project to date	:	HK\$
---	---	-------------

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 to date

Approved funding from Government	:	HK\$
Plus : Interest received on the funds to date	:	HK\$
Plus : Sponsorship received to date	:	HK\$
Plus : Actual income received to date	:	HK\$
Less : Actual expenditure to date	:	HK\$
Balance to date	:	HK\$

Report completed by:

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