**ACE Project Grants Activity Report Template
Christina Poulton Creative**

 These are the questions you will have to answer on Grantium at the end of your project grant, to release the final payment. This is based on an under 30K application.

**1. Did your project achieve the aims you told us about in your application form?**

Yes
No

**2. Did your project benefit the people and communities you told us about in your application?**

**You can use up to 3000 characters to answer this.**

**3. Tell us what you learned, and how the project has helped you or your organisation to develop:**

* **Any achievements or outcomes you want to tell us about**
* **Any problems or changes? How did you manage this?**
* **What will be different?**
* **Tell us about any longer term impact the project has had**

**You can use up to 3000 characters to answer this.**

**How many people experienced your project?**

There will be a table of the numbers you said in your original application and a column for you to add in the actual. For example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Description** | **How many people will experience this project?** | **Actual** |
| **Creative Practitioners** | People taking part in the project to deliver creative activity or directly benefiting from the project in their role as a creative or cultural practitioner | 7 |  |
| **Active Participants** | People taking part in or contributing to the project, going beyond being audience members. This might include taking part in a workshop, performing in a community show, or joining a class | 15 |  |
| **Volunteers** | Those supporting or benefitting from the project in a voluntary role | 3 |  |
| **Live audiences/ visitors** | Those who are present during the live presentation of a creative product such as a live show or an exhibition | 100 |  |
| **Streaming audiences** | Those who experience a recording or broadcast of a live presentation through a digital platform | 200 |  |
| **Digital audiences** | Those who experience a creative product designed to be experienced through digital technology | 0 |  |

**You told us your Project would mainly focus on:**

There is a list of tickboxes of type of activity which you selected at application point (live event static, live event touring, streaming or broadcasting etc) and you can edit which boxes are ticked if your activity changed.

**Engagement**

The ‘location of activity’ table comes up. Click the  symbol if you need to add any new activity (top left of table)

**Project Income & Expenditure**

Input actual figures for each line of the budget you entered for your application. Click on the magnifying glass in the ‘view’ column, next to each item and enter the actual income or expenditure figure. You can use the + symbol (as above) top left of the table to add any additional items.

**NB If you included a contingency** you will need to enter the actual for this as 0 and add additional lines to say what you spent it on (or this may be reflected in higher costs of other budget lines). Explain this in the narrative in the next questions, giving an exact breakdown of what it was spent on.

**Income: Explain any differences between the actual figures and the original figures in this space using the relevant budget heading.**

**You can use up to 1500 characters to answer this.**

**Expenditure: Explain any differences between the actual figures and the original figures in this space using the relevant budget heading.**

**You can use up to 1500 characters to answer this.**

 **Support in kind: Explain any differences between the actual figures and the original figures in this space using the relevant budget heading.**

**You can use up to 1500 characters to answer this.**

**You can attach up to 3 additional documents** to tell ACE about your activity (for example; images, links to video clips or a more detailed evaluation report).

The maximum file size you can upload is 10MB and they accept PDF, MS Word, MS Excel, MS PowerPoint and JPEG files.

Then there’s a short feedback questionnaire to ACE on how you found the process

For artists and small arts organisations, [I’ve created on-demand versions of my funding and organisation set up training](https://www.eventbrite.com/cc/funding-and-company-set-up-for-artists-creatives-82289), which you can access any time, as many times as you want. There are pay-what-you-can places available for those who need them. [New training will be added here too.](https://www.eventbrite.com/cc/funding-and-company-set-up-for-artists-creatives-82289)

Thanks!

Christina x

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