

**CREATIVE FUNDING**

**Reporting Form for Individuals**

Deadline for final report submission is **March 1st 2020.**

**Submitting your report**

Reporting deadlines are listed on the website [www.aberdeencity.gov.uk/creativefunding](http://www.aberdeencity.gov.uk/creativefunding) or if you require more information regarding the report call (01224) 522 341. Completed reports should be submitted via email to [creativefunding@aberdeencity.gov.uk](mailto:creativefunding@aberdeencity.gov.uk) or alternatively can be mailed to Creative Funding, City Growth, Aberdeen City Council, Business Hub 8, Marischal College, Broad Street, Aberdeen, AB10 1AB.

**1. Contact Details**

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| --- | --- | --- | --- |
| Name |  | Phone |  |
| Address |  | Email |  |
| Website |  |

**2. Project Figures (Please refer to your application and complete as applicable)**

**Outputs.**

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| --- | --- | --- | --- |
| Total Project Budget |  | Total Level of Creative Funding |  |
| Total number of participants |  | Total audience numbers |  |
| Total number of volunteers |  | Total number of volunteer hours |  |
| Number of project artists employed |  | Artists hours |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total number of Performances |  | Total number of Training Courses |  |
| Total number of Exhibitions |  | Total number of Festivals |  |
| Total number of Workshops |  | Total number of Publications |  |
| Other (please specify) |  | | |

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| **Which area(s) of the city did the project take place within?** | | | | | |
| Airyhall/Broomhill/ Garthdee |  | Kingswells/ Sheddocksley |  | Bridge of Don |  |
| Lower Deeside |  | Dyce/Bucksburn/ Danestone |  | Midstocket/ Rosemount |  |
| George Street/ Harbour |  | Northfield |  | Hilton/Stockethill |  |
| Hazlehead/Ashley/ Queens Cross |  | Tillydrone/Seaton/ Old Aberdeen |  | Torry/Ferryhill |  |
| City Centre |  |

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| **3. Background information about the proposal.**  **Refer to your original application and include a summary of the proposed project.** |
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| 1. **Evaluate your Project.**   Did you achieve what you set out to do in your proposal?  To answer this question, reflect on the whole proposal and consider the impact of your project on yourself and the city and whether you managed to develop your practice and reach the participants or audience. Include the different methods you have used to promote your project and gauge how effective these have been.  Include your Evaluation as support material.  Evaluation should be considered at the start of a project. Create a simple questionnaire to give to your participants and/or your audience. If you are undergoing training or professional development as part of your proposal, ask you peers to give you feedback on your development. This adds more qualitative information to the report. |
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| 1. **What didn’t go so well?** Please consider whether any aspects of the project didn’t go well, and which areas could be improved upon in the future?   This question is part of the improvement cycle for a project and it is an opportunity to reflect, learn and make future project improvements. |
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| **6(a). Which Culture Aberdeen Ambitions has this project delivered upon?** (Please tick as appropriate) | |
| Ambition 1: Releasing Our Creativity |  |
| Ambition 2: Becoming Scotland's Creative Lab |  |
| Ambition 3: Making All The City A Stage |  |
| Ambition 4: Connecting Us To The World |  |
| Ambition 5: Shaping Our Future |  |
| **6(b). Refer to your original application.**  Consider and write about how your project has delivered on the highlighted Culture Aberdeen ambitions. | |

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| 1. **How did you accredit Aberdeen City Council Creative Funding in your activity?** |
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| 1. **What’s next?** Please outline what you feel is the legacy of this project and any future plans which have been informed by the supported application? |
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| 1. **Did you find the application and grant giving process clear?** | **Yes** |  | **No** |  |
| Please give any general comments on the Creative Funding Awards processes and management which will help us improve our service. | | | | |
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**10. Budget**

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| Please provide details on the final income and expenditure for the project. | | | |
| **Income** | **Amount** | **Expenditure** | **Amount** |
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| **Total Income** |  | **Total Expenditure** |  |

|  |  |
| --- | --- |
| **Value of any in-kind contributions** | **£** |

**11. Support Material**

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| You are required to provide up to five items of support material to help demonstrate the quality and impact of your project. **Please make sure you include 2 quality photographs and/or video within your support material.**  If possible, any questionnaires, testimonials, reports, posters, feedback or case studies relating to the project should be provided in PDF format. Each piece of support material should not exceed 5mb in size and can be shared by email or a file sharing service to creativefunding@aberdeencity.gov.uk. Photographs Photographs should be good quality and carefully selected to reflect the proposal. Please ensure images are clearly labelled. Where possible, please save multiple images as one PDF document with clear titles and dates of the activity they relate to. Please make sure where possible the final file does not exceed 5mb in size. If sharing a link to online images, check the link is to pages specifically related to the application and not to personal accounts. Video, Audio Files and Weblinks Please check that any links to online websites, video or audio files are working, if sending files as attachments please make sure they do not exceed 5mb in size.  Please note that any material submitted may be included within an annual Creative Funding Report and/or material promoting the Creative Funding programme. By submitting this report and information you are providing permission for each item to be used to promote the Creative Funding Programme. **Please ensure you have the consent from the creators of the material and any accreditation is provided where necessary.** | |
| Support Material 1: | **Include 2 good quality photographs as support material. Where applicable include video links.** |
| Support Material 2: |  |
| Support Material 3: |  |
| Support Material 4: |  |
| Support Material 5: |  |

**12. Declaration and use of information**

Aberdeen City Council collects and maintains the data on this form about you for the purpose of contacting you in relation to the funding, monitoring purposes and to collate information for statistical and audit purposes. We will retain your Personal Data for six years in accordance with the organisation’s Corporate Records Retention and Disposal Schedule and for the purpose of administering, processing and assessing your report.

For the purposes of processing this information Aberdeen City Council is the Data Controller. The Information Commissioner Office is the UK’s regulator of data protection law ([www.ico.org.uk](http://www.ico.org.uk)). More information about all of the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>.

Whenever the Council processes personal data we need to make sure we have a basis for doing so. We understand our basis in GDPR to be Article 6(1)(e) as we consider that it is in our public task to collect this information under our powers set down in the Local Government and Planning (Scotland) Act, 1982 section 14, as amended by section 128 of the Local Government etc. (Scotland) Act, 1994. The act provides for us doing or contributing towards the expenses of providing or doing, anything necessary or expedient for the purpose of ensuring that there are facilities available for recreational, sporting, cultural or social activities as we consider appropriate.

If, as part of your support material, you submit any special category personal information (information about a person’s health, racial or ethnic origin, religious or philosophical beliefs, sexual-orientation, political views, trade union affiliation, or biometric data) do you consent to Aberdeen City Council processing this information as part of their monitoring of the funding provided to you?

Tick if you agree

If you do not agree we will stop processing the information. Should you change your mind at a later date please contact us using the contact details above.

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| To confirm that all information included in this report is accurate and that you have read and followed the terms and conditions, please sign and date below. If submitting by email an electronic signature or the typed name of the appropriate contact should be inserted. |
| Name:  Date: |