**CREATIVE FUNDING Progress Report (Organisations)**

**The Progress Report be submitted before the 9th December 2019 – the final deadline is 1st January 2020**)

**Submitting your report**

Reporting deadlines are listed on the website [www.aberdeencity.gov.uk/creativefunding](http://www.aberdeencity.gov.uk/creativefunding), any questions regarding the report please telephone (01224) 522 341. Completed reports should be submitted via email to 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.

**Contact Details**

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| Organisation/ Group:  |
| Project:  |
| Primary contact:  |
| Address:  |
| Phone:  | Email:  |

**Project Status**

|  |  |
| --- | --- |
| **Key Dates** | **Main Location of Activity** |
|  |  |
| **Project Delivery (X)** | **Project Cost (X)** |
| Project on schedule |  | Costs unchanged |  |
| Project delayed |  | Costs increased |  |
| Project cancelled |  | Costs decreased |  |

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| **Financial Projections** (must be completed) |
| Project total cost: |  | Expenditure to date: |  |
| Level of Creative Funding awarded (total award): |  | External match funding: |  |

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| Please provide an update (1000 words maximum) on the project for the relevant reporting period. Include all progress made, any problems encountered, resolution to those problems, as well as an update on the next steps for the project.  |
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| You are encouraged to provide up to three items of support material to help illustrate your progress. This may include; **photographs, videos, web links, publications, marketing material, reports, participant testimonials and feedback**. If emailing, please keep all support material to under 5mb. Please supply details on your support material below |
| Support Material 1: |  |
| Support Material 2: |  |
| Support Material 3: |  |

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, including details of our Data Protection officer, 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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| Signed: | Date: |