



CREATIVE FUNDING

Reporting Form for Organisations

Deadline for final report submission is **March 4th 2022**.

Submitting your report

Reporting deadlines are listed on the website www.aberdeencity.gov.uk/creativefunding or if you require any further information regarding reports email creativefunding@aberdeencity.gov.uk.

Completed reports should be submitted via email to creativefunding@aberdeencity.gov.uk.

1. Contact Details

Name		Phone	
Address		Email	
		Website	

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

Outputs.

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		Artist's hours	

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

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					

3. Background information about the proposal.

Refer to your original application and include a summary of the proposed project.

4. Evaluate your Project.

Did you achieve what you set out to do in your proposal?

To answer this question, write about and reflect on the whole proposal and consider if the project has achieved its aims. Also, consider how the project has impacted on, your participants, your audience, the cultural life of the city, your organisation and partners.

Evidence should be provided to support this.

For example, include your **evaluation** as support material, this could be a case study or a questionnaire to participants. This adds more qualitative information to the report.

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5. Aberdeen City Council is committed to progressing equality and diversity. If applicable, please explain how your proposal promoted engagement and removed barriers to participation in under-represented and marginalised groups.

6. What didn't go so well? Please consider whether any aspects of the project didn't go well and what 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.

7(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	
7(b). Refer to your original application. Consider and write about how your project has delivered on the Culture Aberdeen ambitions.	

8. How did you accredit Aberdeen City Council Creative Funding in your activity?

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9. 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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10. 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.				

11. Budget

Please provide details on the final income and expenditure for the project. Include your current level of unrestricted reserves for the organisation/group.

Income	Amount	Expenditure	Amount

Total Income	£	Total Expenditure	
Current Unrestricted Reserves			£
Estimated value of any 'in-kind' contribution			£

12. Support Material

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 such as Aberdeen City Council website. 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:	
Support Material 2:	
Support Material 3:	
Support Material 4:	
Support Material 5:	

13. Your data: Creative Funding (Organisations)

How we use your information

Aberdeen City Council collects and records information about you for the purpose of managing the application process of Creative Funding. For successful applicants we use your information to administer and monitor the use of the funding and the progress of your project. This includes a progress report and a final report at the end of the project. We also use your information to produce an annual Creative Funding Report which goes to the City Growth and Resources Committee and is published on the Aberdeen City Council website.

We will also use your information to raise awareness, in that the information shows and publicises the support Aberdeen City Council provides to art and culture but only where you tell us you are happy for us to do so. You can change your mind about this at any time by contacting creativefunding@aberdeencity.gov.uk.

Who we share information with

We are legally obliged to safeguard public funds, so we are required to verify and check your details for fraud prevention. We may share this information with other public bodies (as well as receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

How long we keep your information for

If you are successful, we will keep the information that relates to your Creative Funding application and award for the current financial year plus 6 more years. Unsuccessful applications are kept for 2 years. The information that relates to your project and the reports you submit will be kept for 7 years as will the annual Creative Funding report.

Your rights

You have rights to your data, including the right to ask for a copy of it. [See more information about all of the rights you have.](#) You also have the right to make a complaint to the [Information Commissioner's Office](#). That is the body responsible for making sure organisations like the Council handle your data lawfully.

Our legal basis

Aberdeen City Council is the data controller for this information. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understand our legal basis for processing personal data in relation to Creative Funding as part of our public task, in that the Council is exercising its official authority and function under the Local Government and Planning (Scotland) Act, 1982 section 14, as amended by section 128 of the Local Government etc. (Scotland) Act 1994. In carrying out this function, the Council is likely to process special categories of personal data. The Council understands our legal basis for doing so because it is necessary for reasons of substantial public interest.

We will only use your information for publicity purposes where you have given us your explicit consent. You can change your mind at any time, as explained above, by contacting us at creativefunding@aberdeencity.gov.uk. If you submit as part of your support material, any information or images that could be used to identify other people than yourself then we need to be confident that you have secured the explicit consent of those individuals and they are aware that the materials may be included within the annual Creative Funding Report and/or information and publicity materials.

I can confirm that I have secured the explicit consent of the individuals who can be identified within my support materials.

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.

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: