



Creative Funding Progress Report (Organisations)

Submitting your report

Reporting deadlines are listed on the website www.aberdeencity.gov.uk/creativefunding or can be requested by calling (01224) 523 805. Completed reports should be submitted via email to creativefunding@aberdeencity.gov.uk. **(Progress reports should be submitted before the 9th December 2021. The final date a progress report will be accepted is the 4th January 2022.**

Contact Details

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	

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

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.

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:	

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.

Signed:

Date: