**Exeter City Council**

**Arts Annual Project Funding**

**Activity report form 2018/19**

**Applicant:** Click here to enter text.

**Activity name:** Click here to enter text.

**Date/s of activity:** Click here to enter text.

Please complete the form and return to:

**Arts and Events, Exeter City Council, Civic Centre, Exeter EX1 1JJ**

together with any examples of publicity, feedback, copies of work (if relevant) or other relevant information

**Evaluation**

Evaluation is a way of thinking about and learning from your activity. It involves gathering evidence before, during and after the project to come to judgements about what happened. Evaluation can be used to show what happened as a result of your activity, shape your future activities and improve your work.

Your evaluation will help us understand your work and the difference the Council’s funding support made. Tell us what went well and what did not – we understand that activities can change through the lifetime of the Council’s funding support. As long as the activity has met the conditions of the grant, the evaluation will not change the final payment.

Please summarise how you think your activity went. We are particularly interested in any lessons learned and key achievements. It may be useful to refer back to your original application to see how the project went compared with your expectations.

Please evaluate your project below (w*ord limit 2000 – box will expand as you type*)

**Activity Location:**

Where did this activity take place? Click here to enter text.

Touring/non touring: Click here to enter text.

**Location details:**

|  |  |  |
| --- | --- | --- |
| Name | Postcode | Local authority |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Who benefitted from your activity?**

Click here to enter text.

**How many people benefitted from the activity?**

Click here to enter text.

‘*Participants’ means people doing the activity, including education workshops. ‘Audience’ includes people going to an exhibition or performance/people getting access to work that is printed, recorded, broadcast or available online*

Artists Click here to enter text.

Participants Click here to enter text.

Audience (live) Click here to enter text.

Audience (broadcast, online, in writing) Click here to enter text.

Total Click here to enter text.

**Results of your activity:**

*Enter 0 into any field which is not relevant to your activity*

Number of new products/Commissions Click here to enter text.

Period of employment for artists (in days) Click here to enter text.

Number of performance/exhibition days Click here to enter text.

Number of sessions for education, training or participation\* Click here to enter text.

(*\*‘Participation’ means people doing the activity. Divide the day into three sessions: morning, afternoon and evening. A ‘session’ is any one or part of, one of these*.)

**People benefitting from your activity:**

What are the age ranges of the people benefitting from your activity?

Click here to enter text.

Was the activity directed at, or particularly relevant to, any of the following groups of people?

**Ethnicity of beneficiaries**

 Asian /Asian British [ ]  Black/Black British [ ]

Chinese [ ]  Other [ ]

Not culturally diverse [ ]  if ‘other’, please specify: Click here to enter text.

**Disability Status of beneficiaries**

Click here to enter text.

**Social Exclusion status of beneficiaries**

Click here to enter text.

**Beneficiaries**: please note any significant difference between the actual figures and those entered into your application

Click here to enter text.

**Statement of income and expenditure**

Income /expenditure original refers to the amounts quoted on your applications. Income/expenditure actual refers to actual amounts spent on the activity. Add lines into the table where necessary. Income and expenditure should balance.

**Income for your activity:**

Exeter City Council Grant Applied for: Click here to enter text.

Actual Exeter City Council Grants: Click here to enter text.

**Income from other sources (include the actual grants from Exeter City Council in your total income) :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income heading** | **Description** | **Income original £** | **Income Actual £** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Income Total** |  | Click here to enter text. | Click here to enter text. |

**Expenditure for your Activity:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure heading** | **Description** | **Expenditure original £** | **Expenditure Actual £** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Expenditure Total** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Support in kind for your activity:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Income original £** | **Income actual £** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Declaration:**

**Data Protection and Freedom of Information**

We comply with all aspects of the Data Protection Act 1998 – to find out more about how we use your information please read the Council’s Data Protection Policy which is available on the Council’s website

As a public organisation we also have to follow the Freedom of Information Act 2000, which may mean we have to provide information about your grant to a member of the public if they request it under the Act.

Tick this box if you consider any part of your activity report or any supporting documentation to be confidential information and would expect us to treat it as such on receipt of a request for information under the Freedom of Information Act

Please be aware that if we do receive a request for information we will contact you in the first instance to obtain your views on disclosing the information relating to your application and whilst we will take on board your response above, we cannot guarantee that information will not be provided in response to a request as we are required to approach each case individually and ultimately meet our legal obligations.

I confirm that as far as I know the information in this activity report is true and correct