Ref. No.-
Date/Time of Receipt-
(For Official Use)

創 意 香 港

CREATE HONG KONG

COMPLETION REPORT OF APPROVED PROJECT

CreateSmart Initiative (CSI)

Project Reference :

Project Title :

:

Recipient Organisation :

Report Period : From :

To :

1. <u>Project Details</u>

1.1 Project Overview

(a) Project Ref. :

(b) Project Title (English) :

            (Chinese) :

(c) Recipient Organisation :

(d) Project Coordinator (Tel/Fax/Email) :

1.2 Project Period

(a) Commencement date (dd/mm/yyyy) :

(b) Original Target Completion date (dd/mm/yyyy) :

(c) Project Duration (months) :

(d) Revised Completion date[1] (if any) (dd/mm/yyyy) :

(e) Actual Completion date (dd/mm/yyyy) :

If the actual completion date is different from the original target completion date (or the revised completion date, if any), please provide explanations here.

1.3 Updated Project Abstract

    English (not more than 2000 characters):

    Chinese (not more than 2000 characters):

1.4 Project Milestones

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[1] Revised Completion date refers to a latest revised date approved by the CreateSmart Initiative Secretariat.

Period		Original Milestones	Milestones Achieved
From (dd/mm/yyyy)	**To (dd/mm/yyyy)**		
Original:	Original:		
Latest:	Latest:		

1.5 Project Achievements
(Please list out in detail achievements of the objective and each of the deliverable(s) as set out in Section C of the approved project proposal.)

1.6 Feedback from the beneficiaries of the Project including evaluation survey
(Please refer to the questionnaire summary attached to the completion report.)

1.7 Activities organized/planned to promote or make available the project deliverable(s) e.g. publication, press conference, exhibition etc.

1.8 Problems encountered in implementing the Project (if any)

1.9 Other Comments and Suggestions (if any)

1.10 Collaborating Parties and Sponsors (if any):

Organisation Role	Name / Address / Webpage	Contact Person Name / Tel no. / Fax / Email

2. <u>Financial Position</u>

(Cumulative total up to end of project)
(Please attach the final audited account report as set out in CSI Guide 9.1.4)

2.1 Expenditure (HK$)

(i) Manpower

Items	(A) Approved Budget	(B) Revised Budget	(C) Actual Expenditure	[(C)-(B)]/(B) x 100% Variation (%)	Explanation for significant variance[2]
Sub-total:					

(ii) Equipment

Items	(A) Approved Budget	(B) Revised Budget	(C) Actual Expenditure	[(C)-(B)]/(B) x 100% Variation (%)	Explanation for significant variance
Sub-total:					

(iii) Other Direct Cost*

Items	(A) Approved Budget	(B) Revised Budget	(C) Actual Expenditure	[(C)-(B)]/(B) x 100% Variation (%)	Explanation for significant variance
Sub-total:					

2.2 Income and Interest (HK$)

Items	(A) Budgeted Income	(B) Revised Income	(C) Actual Income	[(C)-(B)]/(B) x 100% Variation (%)	Explanation for significant variance
Sub-total:					

2.3 Sponsorship (HK$)

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[2] Significant variance means the actual amount is higher/lower than the budgeted amount by over 15%, or the actual amount is higher/lower than the reallocated budgeted amount.

Sponsoring Organisation / type of sponsor	(A) Budgeted Sponsorshp	(B) Revised Sponsorship	(C) Actual Sponsorship	[(C)-(B)]/(B) x 100% Variation (%)	Explanation for significant variance
Sub-total:					

2.4 Balance of Fund required (or returned) (HK$)

(a) Approved funding from Government :

(b) Expenditure :

(c) Income and Interest :

(d) Sponsorship :

(e) Fund received :

(f) Balance required (or returned)[3] [(b)-(c)-(d)-(e)]* :

(g) Surplus / Deficit [(a)-(b-c-d)]* :

*Remarks: Amounts of (f) & (g) are not finalised figures.

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[3] The actual balance of fund required (or returned) is subject to CreateSmart Initiative Secretariat's examination of the final audited accounts in light of the provisions of the Project Agreement. The actual funding granted for the project is also capped by the amount of funding approved.