

Ref. No.-

Date/Time of Receipt-

(For Official Use)

創意香港

CREATE HONG KONG

PROGRESS REPORT OF APPROVED PROJECT

CreateSmart Initiative (CSI)

Project Reference :

Project Title :

Recipient Organisation :

Covering Period : From:
To :

1. Project Details

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) Project Duration (months) :
- (c) Original Target Completion date :
(dd/mm/yyyy)
- (d) Revised Completion date¹ (if any) :
(dd/mm/yyyy)

1.3 Updated Project Abstract

English (not more than 2000 characters):

Chinese (not more than 2000 characters):

1.4 Project Milestones

Period		Milestone
From (dd/mm/yyyy)	To (dd/mm/yyyy)	
Original:	Original:	
Latest:	Latest:	

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

1.5 Project Progress to-date

(Please provide details on the progress of each deliverable as set out in Section C of the approved project proposal.)

1.6 Problems encountered in implementing the Project (if any)

1.7 Variations in the Project or supplementary information (if any)

(Please give explanations and justifications for the variations.)

1.8 Other Comments and Suggestions (if any)

1.9 Collaborating Parties and Sponsors (if any):

Organisation Role	Name / Address / Webpage	Contact Person Name / Tel no. / Fax / Email
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2. Financial Position to-date

(Cumulative total up to date)

2.1 Expenditure (HK\$)

(i) Manpower

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

(ii) Equipment

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

(iii) Other Direct Cost*

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

2.2 Income and Interest (HK\$)

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

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.

Sponsorship (HK\$)

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

2.3 Financial Summary to date

(a) Approved Funding from Government (HK\$)	:	
(b) Actual Expenditure to date (HK\$)	:	
(c) Actual Sponsorship Received to date (HK\$)	:	
(d) Actual Income and Interest Received on the Funds to date (HK\$)	:	
(e) Fund Received (HK\$)	:	