

**GRANT RECIPIENT INFORMATION**

Name of the community, work group or private person	Business ID of a community or personal identity code of a private person
Domicile	
Postal address	Postal code and city/town
Website	
E-mail	
Person in charge of the project	Date of birth
E-mail	Telephone number

**INFORMATION ON THE GRANT**

Specify the grant awarded for your project (choose one):		
<input type="checkbox"/> Local culture grant		
<input type="checkbox"/> Grant for artistic activities		
<input type="checkbox"/> Development grant		
Name of the project	The year the grant was awarded	
The grant awarded in euros. NB! The realized budget of the project must be submitted as a separate appendix to the report.		
The project started (date)	The project ended (date)	Total number of customers or audience
Part of Espoo where the project took place (you can choose several)		
<input type="checkbox"/> Suur-Espoonlahti	<input type="checkbox"/> Suur-Kauklahti	<input type="checkbox"/> Suur-Leppävaara
<input type="checkbox"/> Suur-Tapiola	<input type="checkbox"/> Vanha-Espoo	<input type="checkbox"/> Suur-Matinkylä
	<input type="checkbox"/> Pohjois-Espoo	

**IMPLEMENTATION OF THE PROJECT**

Give a short account of the implementation. Evaluate the implementation in relation to the project plan presented in the application.

Assess the extent to which the goals mentioned in the application were achieved:

Goal 1

Goal 2

Goal 3

Was the project implemented in cooperation with someone?

Yes  No

If it was, name the partner(s) and give a short account and evaluation of the co-operation.

If the project aimed at developments in the field of art, briefly describe the extent to which this was achieved.

How did you communicate about the project? List the channels you used.

Did the customers or audience participate in planning, implementation or evaluation of the project?

Yes  No

If it did, elaborate how the participation was carried out and what kind of feedback participants gave.

#### APPENDICES TO THE REPORT

1 The realized budget of the project is **obligatory**

Break down revenue and expenditure items and name these as descriptively as possible. Specify the costs, i.e. how the grant was used. Documentation on the use of the grant (receipts) is not to be appended to the report, but the grant recipient should keep the documents in case the city requests them separately for inspection.

2 Optional appendices

You can enclose up to two optional appendices, for example a brochure, a programme or photos. **These optional enclosures are not considered part of the report. The report must be submitted using the report form.**

#### I DECLARE THE ABOVE INFORMATION TO BE CORRECT

Place and date

Signature and name in print

#### SUBMITTING THE REPORT

A report on the use of the grant must be submitted to the Cultural Unit within three months from the end of the project.

**Send the report to:**

kulttuuriavustukset@espoo.fi

Cultural Unit, P.O. Box 30, 02070 CITY OF ESPOO