

Form of Final Report 最後報告樣式

Information on the Approved Project 核准項目資料	
Name of Organisation 獲資助機構名稱：	
Project Title 項目名稱：	
(File No.檔案編號： _____)	
Project Duration 項目推展期：	From 由 (MM/YY) To 至 (MM/YY)
Actual Project Completion Date 項目最後完成日期：	
Submission Deadline of Report 提交報告限期：	

Project Details and Deliverables 項目詳情及成果

1) Please give details of all approved activities held /work completed during the Grant Period
請詳列於資助期內舉行的核准活動 / 完成的工作：

Name of Programme / Activity 節目/活動名稱	Nature of the Activity 活動性質	Dates 舉行日期	Venue 舉行地點	Frequency 次數	No. of Audience/ Participants/ Beneficiaries 觀眾/參與者/ 受眾人數	Attendance Rate (%) 入座率
If the activity title is different from that stated in the Agreement, please indicate the new title with *. 如活動名稱有別於資助協議上所標示，請於更改名稱的活動旁加*	Please indicate the nature of the programme/ activity/ project e.g. performance/ exhibition/ talk/ workshop/ course/ demonstration, etc. 請註明節目/活動/項目類型，例如：演出/展覽/講座/工作坊/課程/示範等	Please indicate event dates and venues (theatre / hall). 請填報確實舉行日期和地點(哪個廳/堂)	Please specify unit (e.g. 3 performances, 2 sessions of seminar, etc.). 請列明數目的計算單位(例如3場演出/2節講座等)	No. of attendees for standard repertoire programmes; no. of enrolled participants for courses, workshops, talks, etc. 正規演出，以人次計算； 課程/工作坊/講座等，以參加者人數計算	Only applicable to productions held at standard venues (e.g. theatre, concert hall) 只適用於正規場地(例如劇院、音樂廳)的演出	
Total 共：						

2) Approved activities stated in the Agreement subsequently being changed or cancelled

原先載於資助協議內的核准項目，惟最後須修訂或取消

(Please provide details on any changes to each activity of the Project such as title, content, scale, timeline and key personnel. As stipulated in the Funding Agreement, the below changes should be subjected to HKADC's prior approval
請提供項目內已更改的資料如：活動名稱、內容、規模、舉行時間表、主要人員等。按協議所示，有關更改必須預先取得香港藝術發展局同意。)

Changes 更改內容	Items as stated in the approved application 原本內容	Reason for the change 更改原因

3) Financial Report 財政報告**Surplus/(Deficit) of project**

實際項目盈餘或赤字

Actual Total Income 實際總收入	Actual Total Expenditure — 實際總支出	Surplus / (Deficit) = 盈餘 / (赤字)
\$ _____	\$ _____	\$ _____

(Amount provided above is based on findings from the submitted Audited Account Report. Any discrepancies, the Audited Account Report shall prevail. 以上數額均源自「核數報告」內容，如有歧異概以「核數報告」為準。)

4) Residual Funds or Surplus 未動用的資助/營運盈餘

- There is NO residual funds/ surplus 本項目沒有任何未動用的資助/營運盈餘
- We SHALL RETURN the residual funds/ surplus to HKADC 我們將退還未動用的資助/營運盈餘予藝發局
- We SUGGEST using the residual funds/ surplus in the following arts project
我們建議把未動用的資助/營運盈餘用於以下藝術項目：

(Please provide the project title, project period, a brief description of the project and also the allocation of the residual funds or surplus 請提供項目名稱、項目推展期、項目簡介，以及未動用資助/營運盈餘的運用)

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Verified total income 核對後收入總額 \$	-	Verified total expenditure 核對後支出總額 \$	=	Surplus / (Deficit) 盈餘 / (赤字) \$
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Grant Conditions Fulfilled? 已履行資助條件? 是 Yes / 否 No	Checked by 經審核後簽署	Date 日期	Counter-Checked by 經覆核後簽署	Date 日期
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Artistic Evaluation Report 藝術成效報告

5) Please state how the project has achieved the objectives outlined in the Agreement and its effects on local arts development. (e.g. by comparing projected and actual audience numbers)

請詳述本項目如何達至資助協議中訂明的目標，以及對本地藝術發展的影響。(例如比較預期及實際受眾人數)

6) Please describe any evaluation method used (including survey, testimonial, etc.).

請闡述評估方法(包括問卷調查、分享摘要等)。

7) Please describe any major changes between the approved proposal and its actual outcome, including but not limited to the approved budget, manpower, artists etc. Please also state any difficulties you have encountered when implementing the project, and the solutions to such problems.

請詳述核准項目內容與實際執行情況有何不同，包括但不限於以下範疇：核准預算、人手、藝術家等。另，請說明在推展項目的過程中所遇到的困難及相應的解決方法。

Declaration 聲明	
<p>I hereby declare that 本人茲證明 -</p> <p>(1) all the goods and services listed in the Audited Account Report have been received in good order 所有於核數報告提及的物件及服務均已驗收妥當;</p> <p>(2) all the mentioned goods and services were necessary to the project, and are considered to be fair and reasonable principles of purchase and engagement of services 所有報告提及的物件及服務，均為項目必需，並均以公平和合理作為購買或聘用原則;</p> <p>(3) all expenses paid are solely for the approved project, and 所有費用，只為上述獲資助項目而支付；及</p> <p>(4) all income, sponsorship and donation related to the project have been fully reported and there is no other hidden income, sponsorships/donations. 已全部申報從本項目獲得的所有收入、贊助/捐獻；當中沒有其他隱藏的收入、贊助/ 捐獻。</p>	
Name of Head of Organisation 機構最高負責人姓名 (Please use block letters 請用正楷填寫)	Name of Organisation 機構名稱
Signature 簽署	Official chop (if applicable) 機構蓋印 (如適用)
Date 日期	

Checklist for Submission of Final Report 提交最後報告的覆核清單	
<input type="checkbox"/>	An original copy and 1 duplicated copy of Final and Audited Account reports together with 1 electronic copy (in word file format) 兩份最後及審計帳目報告，包括:正本及副本各一份，連同一份電子版本(Word 檔案格式)
<input type="checkbox"/>	Promotion and publicity materials related to the approved project 獲資助項目的宣傳資料
<input type="checkbox"/>	Video/audio recordings, photos, publications, report, written documentation of the approved project 相關項目的錄音錄影、相片、出版、報告、文件紀錄
<input type="checkbox"/>	Summary of audience survey/feedback, reviews or critique, newspaper/magazine clippings 相關項目的觀眾意見調查報告、審查評估或評論、報章雜誌報導