**Arts Council of Wales Completion Report**

**About Your Funding**

|  |  |
| --- | --- |
| **Grant ID** |  |
| **Project Title** |  |
| **Funding Scheme** |  |
| **Total Grant Amount** |  |
| **Assistance Costs** |  |
| **Portal Admin Contact** |  |
| **Application Primary Contact** |  |
| **Organisation (if applicable)** |  |

**Project Evaluation**

Completion reports help us understand your work and the difference our grant made. To demonstrate the positive benefits of our funding, we ask all those in receipt of funding to provide us with the data we need to show the reach and impact of the creative activity we support.

Please respond to all questions below. We are particularly interested in key achievements and lessons learned, what went well and what didn’t. You may find it useful to refer back to your original application and review how your project went compared with your expectations. We’re also interested in any further evaluation reports you may have done and examples of work, images, and videos you may have.

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| **1. Tell us how your project went.** What were the key outcomes? What worked well? What didn’t work well? Does the project have a legacy? If you’re an individual, how has the funded activity helped develop your practice?   |  | | --- | |  |   **2. Audience/Participant Engagement -** How did it go? What did you learn? Is there anything you’d do differently in the future? Tell us how your audience/participants experienced the work or how it impacted them. If your project did not include reaching audiences and participants as part of the project (e.g. it focussed on developing your arts practice or business development), tell us how any work you have undertaken might help you do this as you take your work forward.   |  | | --- | |  |  |  | | --- | | **3. Project Management -** Did the proposed partnerships/collaborations work? Were there any unexpected issues or challenges? Or any areas you feel you excelled in? | |  | | |  | | --- | |  | | |  | |  | |  | |  | |  | | **4. Budgetary changes –** Did the original budget change significantly? If costs increased, please tell us how you managed the shortfall. If you needed to change the way you used the funding, did you agree changes to your budget in advance with your project officer?Please state any budgetary changes that were made. | | |  | | --- | |  | | | **5. Any additional information -** If there’s anything else you’d like to tell us about your project that hasn’t been included above, please use this space. Please note that you can upload any further evaluation, examples of work and images on the supporting information page.   |  | | --- | |  | | |  | |  | |
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**Artform**

In your application you told us the main Artforms you thought your activity would involve. Please provide the actual Artforms that were involved now that the activity has completed.

##### In the table below, please use a percentage to indicate your best estimate of the proportion of your activity that relates to each art form. For example, if your project is entirely related to dance, put 100% next to dance in the table.

##### If your project involves more than one art form, please estimate the percentages of the art forms included, for example: dance 20%, drama 50%, music 30%. **Please remember that these must all add up to 100%**.

##### To help you select the appropriate art form headings for your activity, please click on the following link to see the full list of examples found in the Art Form Definition Guide.

|  |  |  |
| --- | --- | --- |
| Artform | Proposed | Actual |
| Carnival and Circus |  |  |
| Craft |  |  |
| Dance |  |  |
| Digital Arts |  |  |
| Drama |  |  |
| Film |  |  |
| Literature |  |  |
| Music |  |  |
| Opera |  |  |
| Theatre |  |  |
| Visual Arts |  |  |

**Please explain any changes to the above.**

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**Types of Activity**

In your application you told us the main types of activity that you thought your project would involve. Please provide the actual activity types that were involved now that this has completed.

For example, if your project is entirely related to Research and Development, put 100% next to it in the table. If your project involves more than one activity type, please estimate the percentages of the activity types included. Please remember that these must add up to 100%.

|  |  |  |
| --- | --- | --- |
| Activity Type | Proposed | Actual |
| Business development |  |  |
| Career Development |  |  |
| Commissions |  |  |
| Exhibitions |  |  |
| Festival (Presentation) |  |  |
| Marketing |  |  |
| Performance (Presentation) |  |  |
| Production (Presentation) |  |  |
| Research and Development |  |  |
| Touring |  |  |
| Training |  |  |
| Workshops |  |  |

**Please explain any changes to the above.**

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**The range and extent of your Activity**

In your application you told us how much activity you were planning to deliver as part of your funding and how many people would benefit. Please provide the actual results now that your funded activity has completed.

Please make sure that you include all the funded activity you delivered and that your figures are as accurate as possible. All categories need to be completed, so if any category isn't applicable, please enter '0'. Please include all other activity in the 'other beneficiaries' category, which accepts text. Please say 'None' if appropriate.

|  |  |  |
| --- | --- | --- |
| Range of Activity | Proposed | Actual |
| Number of Activities or events |  |  |
| Number of exhibitions |  |  |
| Number of performances |  |  |
| Number of exhibition days |  |  |
| Number of training sessions |  |  |
| Number of workshop sessions |  |  |
| Total attendances at exhibitions |  |  |
| Total attendances at performances |  |  |
| Total attendances at training sessions |  |  |
| Total participants at workshops |  |  |
| Other beneficiaries |  |  |

**Please explain any changes to the above.**

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## Language

**In your application you told us what language/s you would be using to deliver your project. Please provide the actual results now that your funded activity has completed.**

For percentage fields please enter a whole number - do not use decimal points. For example, for 6.7% round up to 7%.

|  |  |  |
| --- | --- | --- |
| Language | Proposed | Actual |
| Welsh |  |  |
| English |  |  |
| Other Language (Inc BSL) |  |  |

|  |  |
| --- | --- |
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|  |  |
|  |  |

**In your application you thought this project would have the following impact on the Welsh Language. Please provide you updated assessment.**

|  |  |  |
| --- | --- | --- |
|  | Proposed | Actual |
| Welsh Language Impact |  |  |

|  |  |
| --- | --- |
| Please explain why your project had the impact on the Welsh Language indicated. Please explain any changes from your original plans. | |
| Proposed | Actual |
|  |  |

**Project Location**

In your application you told us where your activity would take place.

##### Please enter the actual postcode of the area where your activity was delivered. If your activity took place in multiple locations, you can enter up to 20 postcodes. You can click on the following link, enter the postcode and click on 'Search'. Keep the window open so you can search easily for all your postcodes. Postcode Lookup Tool below

##### Postcodes you project took place in

|  |  |  |
| --- | --- | --- |
| Postcode | Proposed | Actual |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |
| 13. |  |  |
| 14. |  |  |
| 15. |  |  |
| 16. |  |  |
| 17. |  |  |
| 18. |  |  |
| 19. |  |  |
| 20. |  |  |

**Please explain any changes to the above**

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**Local Authority analysis**  
We’re often asked to report on the amount of activity that we support in different local authority areas. Please use a percentage to indicate the proportion of your activity that takes place in each Local Authority. For example, if your project is taking place in one location, put 100% next to the relevant area. If your project activity involves more than one area.

|  |  |  |
| --- | --- | --- |
| **Local Authority** | **Proposed (%)** | **Actual (%)** |
| Blaenau Gwent |  |  |
| Bridgend |  |  |
| Caerphilly |  |  |
| Cardiff |  |  |
| Carmarthenshire |  |  |
| Ceredigion |  |  |
| Conwy |  |  |
| Denbighshire |  |  |
| Flintshire |  |  |
| Gwynedd |  |  |
| Isle of Anglesey |  |  |
| Merthyr Tydfil |  |  |
| Monmouthshire |  |  |
| Neath Port Talbot |  |  |
| Newport |  |  |
| Pembrokeshire |  |  |
| Powys |  |  |
| Rhondda Cynon Taf |  |  |
| Swansea |  |  |
| Vale of Glamorgan |  |  |
| Torfaen |  |  |
| Wrexham |  |  |
| Outside Wales |  |  |
| Outside UK |  |  |

**If there were any changes to where your project took place, please tell us here.**

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**Project Equality Information**

As a public body we're fully committed to increasing access to the arts and broadening arts audiences. We want the widest possible cross-section of people to enjoy and take part in the arts.

We’re required to collect and monitor information about who our funding is benefitting. This helps us report on our progress in addressing inequalities in the arts and helps us target funding fairly and to where it’s needed most.

[**The Equality Act 2010**](https://www.legislation.gov.uk/ukpga/2010/15/contents) talks about people with “protected characteristics” and we’re collecting information about arts projects that are being funded to deliver activities specifically for these groups of people. So we’re are looking for information about any particular groups of people that you’re targeting in the delivery of your activities.

At the current time we’re gathering information about groups using the list included in [**The Equality Act 2010**](https://www.legislation.gov.uk/ukpga/2010/15/contents).

In your application we asked you to tell us if your activities targeted people from a particular age group, disabled people, people of a specific race, religion or belief, whether the activity is for men only, women only or has a focus on sexual orientation, pregnancy and maternity or gender reassignment.

Below are the answers you provided to the equality section in your application. Please provide the actual results now that your funded activity has completed.  
  
**Roughly, what percentage of your application/project has a specific focus on engaging the following groups?**

|  |  |  |
| --- | --- | --- |
| **Culture and ethnicity** | **Proposed** | **Actual** |
| White Welsh |  |  |
| White British |  |  |
| White Scottish |  |  |
| White Irish |  |  |
| White Cornish |  |  |
| White Other |  |  |
| Gypsy or Irish Traveller |  |  |
| Black Welsh |  |  |
| Black British |  |  |
| Black African |  |  |
| Black Caribbean |  |  |
| Black Other |  |  |
| Asian Welsh |  |  |
| Chinese |  |  |
| Indian |  |  |
| Bangladeshi |  |  |
| Asian British |  |  |
| Pakistani |  |  |
| Asian Other |  |  |
| Arab Welsh |  |  |
| Arab British |  |  |
| North African Arab |  |  |
| Middle Eastern Arab |  |  |
| Arab Other |  |  |
| White and Black African |  |  |
| White and Black Caribbean |  |  |
| White and Asian |  |  |
| White and Arab |  |  |
| Mixed other |  |  |
| Other ethnic group |  |  |

**Age Groups**

|  |  |  |
| --- | --- | --- |
| **Age group** | **Proposed** | **Actual** |
| 0-11 |  |  |
| 12-16 |  |  |
| 17-25 |  |  |
| 26-49 |  |  |
| 50-59 |  |  |
| 60+ |  |  |

**Disabled People**

|  |  |  |
| --- | --- | --- |
| **Disability** | **Proposed** | **Actual** |
| Cognitive Impairments |  |  |
| Learning Impairments |  |  |
| Mobility Impairments |  |  |
| Mental ill health |  |  |
| Sensory impairments |  |  |
| Long-term health conditions |  |  |
| Other disability |  |  |

**Protected Characteristics Other**

|  |  |  |
| --- | --- | --- |
| **Other protected characteristic** | **Proposed** | **Actual** |
| People who are pregnant, or have given birth within the past 12 months |  |  |
| People who have undergone or are undergoing gender reassignment |  |  |

**Religious Beliefs**

|  |  |  |
| --- | --- | --- |
| **Religious Belief** | **Proposed** | **Actual** |
| Atheist |  |  |
| Buddhist |  |  |
| Christian |  |  |
| Hindu |  |  |
| Jewish |  |  |
| Muslim |  |  |
| Sikh |  |  |
| No religion |  |  |

**Sexuality**

|  |  |  |
| --- | --- | --- |
| **Sexuality** | **Proposed** | **Actual** |
| Lesbian, Gay, Bisexual people or people with other sexualities |  |  |

**Other Groups**

|  |  |  |
| --- | --- | --- |
| **Other group** | **Proposed** | **Actual** |
| Carers |  |  |
| Arts & Health |  |  |
| Homelessness |  |  |
| Refugees and/or asylum seekers |  |  |
| Low-income families |  |  |
| Young people not in education, employment or training |  |  |

## How did we do?

We’re always looking for ways to improve the quality of the service we provide to people who are involved with us in our work. Your feedback will help us.

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| --- | --- |
| How well did we manage your initial enquiry for a grant? |  |
| How well did we support you during the process? |  |
| How well did we support you following the process? |  |

**Please add any further comments related to the questions above which will help us improve our service.**

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