

## Post-project Report Template

### Your details

Name of award recipient	
Total award allocated	
Names of all participants	

### The Recording

Please enclose a copy of the final CD.

### Promotional Materials:

Please supply as many of the following as possible:

<i>Samples of materials and press cuttings</i>	<i>Tick if supplied</i>
Press release on CD launch	
CD Reviews	
Press mentions, interviews, articles	
Other (please specify)	

### Background to this award

<i>How did you find out about this award</i>	<i>Tick if relevant</i>
Website (which one?)	
Word of mouth	
e-newsletter (which one?)	
Media	
Artists representative / resource organisation	
Other (please specify)	

### Your feedback on the award

<i>Was the application process:</i>	<i>Your feedback</i>
- straightforward	
- clear	
- reasonable	
Has this award given you access to other work / support and if so, how?	
Have you gained any new skills as a result of this award?	
Have you developed artistically as a result of this project?	
Do you have plans to further develop this project?	

Any suggestions on how the award can be improved?	
Any suggestions on how the application process can be improved?	
Any other comments?	

**Final draw-down checklist:**

Please ensure that you have enclosed the following items

- Completed report form using template supplied
- Receipts for all expenditure
- Copy of final CD
- Copies of self-produced promotional materials showing Music Network and Arts Council logos and line of acknowledgement
- Invoice for balance of funds due to you