

1. Project Details

1.1 Project reference:

1.2 Project title

(English)

(Chinese)

1.3 Recipient organization:

1.4 Project coordinator (Tel/Fax/E-mail):

1.5 Project period

(a) Project duration (month):

(b) Commencement date (DD/MM/YYYY):

(c) Original target completion date (DD/MM/YYYY):

(d) Revised completion date (DD/MM/YYYY)^(Note 1):

(e) Actual completion date (DD/MM/YYYY):

If the actual completion date is different from the original target completion date (or the revised completion date, if any), please provide explanations.

1.6 Updated abstract of the project

(English)

(Chinese)

^(Note 1) Revised completion date refers to a revised date approved by the CreateSmart Initiative (Design) Secretariat. If there is more than one revised completion date, please put down the last revision.

2. Financial Position

Please attached the final audited account report as set out in the paragraph 44 - 48 of the project agreement

2.1 Expenditure (HK\$)

Manpower			
Items	Budget Expenditure	Actual Expenditure	Please give explanations for significant variance (Note 2)

Equipment			
Items	Budget Expenditure	Actual Expenditure	Please give explanations for significant variance (Note 2)

Other Direct Cost			
Items	Budget Expenditure	Actual Expenditure	Please give explanations for significant variance (Note 2)

2.2 Income (HK\$)

Items	Budget Income	Actual Income	Please give explanations for significant variance (Note 2)

2.3 Amount of Sponsorship (HK\$)

Sponsoring Organization	Type of Sponsorship	Budget Sponsorship	Actual Sponsorship	Please give explanations for significant variance (Note 2)

(Note 2) Significant variance means the difference between the budgeted value and the actual value amounts to above HK\$5,000 in absolute term and above 15% in percentage.

Balance of DSP Fund required (or returned) (HK\$)

(a) Expenditure	HK\$
(b) Income	HK\$
(c) Sponsorship	HK\$
(d) Fund received	HK\$
(e) Balance required (or returned) ^(Note 3)	HK\$

Sample

^(Note 3) The actual balance amount of fund required (or returned) is subject to CreateSmart Initiative (Design) Secretariat's examination of the final audited account in the light of the provisions in the project agreement.

3. Project Assessment

3.1 Achievement of end product/deliverable

(Please list out in detail of achievement on each of end products/deliverables as set out in Section C of the application concerned including supporting figures e.g. participation rates.)

3.2 Achievement of project milestones

3.3 Achievement of project objective

3.4 Follow-up actions (if any)

(Please list out any post-project action such as publicizing the project achievements and deliverables that is required.)

4. Feedbacks

4.1 Feedbacks from the beneficiaries of the project including evaluation survey

4.2 Problems encountered in implementing the project (if any)

5. Comments and Suggestions

5.1 Comments or suggestions on the funding scheme (if any)

5.2 Any other comments or suggestions (if any)

Collaborating Parties:

Organization Role	Name / Address / Webpage	Contact Person Name / Tel no. / Fax / Email
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Sample