

Ref. No.-

Date/Time of Receipt-

(For Official Use)

**General Support Scheme/  
Professional Continuing Education Scheme/  
Design Research Scheme**

of the

**Design Support Programme**

**COMPLETION REPORT OF APPROVED PROJECT**

**Project Title:**

**Project Reference:**

**Report Period:**

**From:**

**To:**

**Submitted by (Recipient organization/company):**

Sample

## **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/YY):

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

(d) Revised completion date (DD/MM/YY)<sup>(Note 1)</sup>:

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

**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)**

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<sup>(Note 1)</sup> Revised completion date refers to a revised date approved by the DesignSmart Secretariat. If there is more than one revised completion date, please put down the last revision.

Sample

## 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<br>(Note 2) |
|-------|--------------------|--------------------|---|
|       |                    |                    |   |
|       |                    |                    |   |
|       |                    |                    |   |

#### Equipment

| Items | Budget Expenditure | Actual Expenditure | Please give explanations for significant variance<br>(Note 2) |
|-------|--------------------|--------------------|---|
|       |                    |                    |   |
|       |                    |                    |   |
|       |                    |                    |   |

#### Other Direct Cost

| Items | Budget Expenditure | Actual Expenditure | Please give explanations for significant variance<br>(Note 2) |
|-------|--------------------|--------------------|---|
|       |                    |                    |   |
|       |                    |                    |   |
|       |                    |                    |   |

### 2.2 Income (HK\$)

| Items | Budget Income | Actual Income | Please give explanations for significant variance<br>(Note 2) |
|-------|---------------|---------------|---|
|       |               |               |   |
|       |               |               |   |
|       |               |               |   |

### 2.3 Amount of Sponsorship (HK\$)

| Sponsoring Organization | Type of Sponsorship | Budget Sponsorship | Actual Sponsorship | Please give explanations for significant variance<br>(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\$)**

|   |      |
|---|------|
| <b>(a) Expenditure</b>  | HK\$ |
| <b>(b) Income</b>   | HK\$ |
| <b>(c) Sponsorship</b>  | HK\$ |
| <b>(d) Fund received</b>                                      | HK\$ |
| <b>(e) Balance required (or returned) <sup>(Note 3)</sup></b> | HK\$ |

Sample

<sup>(Note 3)</sup> The actual balance amount of fund required (or returned) is subject to DesignSmart 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 milestones**

#### **3.3 Achievement of 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 DSP and the DesignSmart Initiative (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