

**REPORT
ON THE USE OF THE ANNUAL GRANT**

Grant recipient

☐ Professional art and cultural institution ☐ Provider of basic education in the arts ☐ Cultural or local heritage association

Grant recipient information

Community	
Business ID	Registration date
Official address of the community	
Postcode	City/town
Telephone number	Email
Domicile	
Website	
Contact person	Date of birth
Telephone number	Email

REPORT
Expenses itemised

	Euro
Personnel expenses	
Facilities costs	
Total	

Proceeds itemised

	Euro
Grants received from the City of Espoo	
Grants received from other communities	
Admission fee proceeds	
Financial support from sponsors and partners	
Membership fees	
Total	

Assessment of the quality and effectivity of activities

How successful were your activities from your point of view?

How were local residents reached? How was the customer perspective taken into account?

What kinds of collaboration did you engage in during the period?

Also provide the number of partners

Attachments (Note! Fill in the years.)

☐ I am applying for an annual grant for next year and will submit this report together with the annual grant application.

☐ I am only submitting a report on the use of the annual grant for previous year and will submit the following required attachments together with the completed report form:

- Approved annual report for the previous year
- Approved financial statements for the previous year
- Auditor's report or operations inspector's report for the previous year

If you are applying for a new annual grant, submit the report together with the application in accordance with the application instructions. Only submit the required attachments for the previous year once.

If your community is not going to apply for an annual grant for the following year, send the report and the required attachments to the Cultural Unit either by email to kulttuuriavustukset@espoo.fi or by post to Cultural Unit, P.O. Box 30, 02070 CITY OF ESPOO. Write "Report / Annual grant [year]" in the email subject line or on the envelope.

Signature

I certify that the information I have provided is correct.

Date and place

Signature and name in print