

# MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

## Project Completion Report - SPORT ORGANISATION & SPORT SERVING BODIES

Kindly attach a Statement of Expenditure, relevant receipts (stamped and signed by supplier), photos, videos or other media as proof of the event.

Name of Organization:		
Name of Project/Activity:		
Date/Period of Activity:		
Venue of Project/Activity:		
<b>Total Budget (TT\$):</b>	<b>Amount Received from MSCD (TT\$):</b>	<b>Actual Project Expenditure(TT\$):</b>

ALLOCATION OF MSCD FUNDING	
Cost Items:	Expenditure:

CRITICAL SUCCESS FACTORS
<p>Did the organization market or publicize the activity to the intended participants?            Tick all that may apply and specify where applicable.</p> <p><input type="checkbox"/> Media Advertising (TV, radio, newspapers, etc.) _____</p> <p><input type="checkbox"/> New Media Advertising (Internet, podcast, email, etc.) _____</p> <p><input type="checkbox"/> Printed Material (flyers, posters, brochure) Word of Mouth (gossip, ole talk, phone) _____</p> <p><input type="checkbox"/> Other _____</p> <p>How will the event or project be documented? Tick all that may apply.</p> <p><input type="checkbox"/> Video                      <input type="checkbox"/> Photograph                      <input type="checkbox"/> Activity Report</p> <p><input type="checkbox"/> Statistical Recording (scorecards, game sheets, team lists, etc.)</p> <p><input type="checkbox"/> Or any other Key Performance Indicator requested by the Ministry</p>

Prepared by: \_\_\_\_\_ (block letters)

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                   day    month    year

*Please affix company stamp to this document*