



**BALTIC CULTURE FUND**

REF NO (FOR THE USE OF BCF SECRETARIAT ONLY)

## REPORT

ADDRESS: THE CULTURAL ENDOWMENT OF ESTONIA  
SUUR-KARJA 23, 10148 TALLINN

E-MAIL: bcf@kulka.ee  
PHONE+372 699 9150

### CONTRACT DETAILS

<b>PROJECT COORDINATOR/APPLICANT</b>		
NAME OF LEGAL PERSON		
REGISTRY CODE	STATE	WEB ADDRESS
E-MAIL ADDRESS		
ADDRESS		
AUTHORISED SIGNATORY LEGALLY REPRESENTING THE APPLICANT ORGANISATION (NAME AND POSITION)		
NAME OF CONTACT PERSON FOR PROJECT COORDINATOR		
CONTACT PERSON'S TELEPHONE	CONTACT PERSON'S E-MAIL	

### REPORT ON PROJECT OUTCOMES

Summary of project implementation, including actual period of use of the grant and list of completed activities

Description of project results, including main outputs (measurable deliverables) and outcomes, including follow-up activities to the project

Identification of differences in original application and final implementation of the project, including short explanation for changes

Assessment of the quality and contribution of the entire partnership in project implementation

**ANNEXES TO THE REPORT ON PROJECT OUTCOMES**

- 1. Copies or links to materials published about the project in the media
- 2. Any other relevant links and materials
- 3. In the case of a commissioned work, confirmation from the entity that commissioned the work or a statement regarding completion or receipt of the work

**FINANCIAL REPORT**

**EXPENSES** (all expenses incurred in connection with the project, in accordance with the purpose, period of use and budget specified in the application)

Expense category	Planned budget	Budgetary compliance

**INCOME** (all income related to the project, including support from other sources, own income and self-financing)

Sponsors	Planned amount	Actual amount

Unused balance (amount allocated by the Baltic Culture Fund minus total reported expenses)

Additional information / clarification regarding the financial part of the report if necessary

**ANNEXES TO THE FINANCIAL REPORT (on request)**

- 1. Copies of supporting documents (invoices, prepayment invoices, order forms, receipts, contracts, price lists etc)
- 2. Copies of documents certifying payment (payment order, bank statement, official receipt etc)

**BY SIGNING THIS REPORT, I CONFIRM THAT THE INFORMATION PROVIDED HEREIN IS CORRECT**

<b>DATE</b>	<b>NAME AND SIGNATURE</b>
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