**Annex B**

**Post-Project Report Template**

**NUSSU Council Funding AY2020/21**

**Post-Project Report**

**Instructions to Applicants and Team Leaders**

Within **30 days** of the event’s completion, all recipients of the Council Funding AY20/21 are required to submit the following to the NUSSU Finance Standing Committee:

1. For groups without WBS (i.e. Societies and Individual Students):

Payment will be on a Reimbursement Basis based on the receipts submitted via bank transfer through NUS Office of Financial Services

1. **Original/Certified True Copy receipts** for items funded by Council Funding. Certified True Copy receipts are only accepted when original receipts are not available, supported with email explanation of the absence of original receipts
2. **Softcopy/Photocopied receipts** for all other expenditure incurred. Photos of the receipts are also acceptable
3. Completed **Statement of Accounts** (Refer to Annex B) indicating all actual income and expenditure, signed by the project's Director and Treasurer
4. Completed **Post-Project Report** (Refer to Annex B) with all required attachments
5. **Bank details of the club**
6. For group with WBS (i.e. Constituent Clubs, Associate Bodies and Interest Groups):

Payment will be on an Award Basis with disbursement of grant being made via WBS transfer through NUS Office of Financial Services

1. Completed **Statement of Accounts** (Refer to Annex B) indicating all actual income and expenditure, signed by the project's Director and Treasurer
2. Completed **Post-Project Report** (Refer to Annex B) with all required attachments
3. **WBS No. of the Club** (the income WBS for the club)
4. **Screenshot of WBS Transactions** (to be obtained from club financial secretary liaising with the Office of Financial Services)

Please note that only **item A1 will be required in hardcopy** and can be dropped off at the NUSSU Secretariat at Yusof Ishak House from 10am-1pm and 2pm-6pm on weekdays. **Other items can be sent in soft copy via email to**[**funding@nussu.org.sg**](mailto:funding@nussu.org.sg)**.** Funds will only be transferred after all the above documents are duly received.

*Note: In the event that the project makes a profit with the support of NUSSU Funding, the Finance Standing Committee reserves the right to retract or reduce the funding support as necessary.*

**Post-Project Report**

**(I) Applicant / Organization Details**

|  |  |
| --- | --- |
| **Name of Organization:**  **(If Applicable)** |  |
| **Name of Project Leader:** |  |
| **Matriculation Number:** |  |
| **Email Address:** |  |
| **Contact Number:** |  |

**(II) Project Details**

|  |  |  |
| --- | --- | --- |
| **Title:** |  | |
| **Date(s) of Event:** |  | |
| **Venue:** |  | |
| **Project Summary (Word limit: 300 words)** | | |
|  | | |
| **Collaboration (Please list collaborative details with Project Partners, if Applicable, in no more than 300 words)** | | |
|  | | |
| **Has the Project met its Project and Development objectives? (Word limit: 300 words)** | | |
| **Projected Objectives** | | **Actual Outcomes** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

**(III) Event Outreach**

|  |  |
| --- | --- |
| **Actual no. Of Participants:**  **(Excluding team members)** |  |
| **Demographic Breakdown of Participants:**  **(Youths/Non-youths, Singaporeans/Foreigners,**  **NUS/Non-NUS)** |  |
| **Actual no. Of Volunteers:** |  |
| **Demographic Breakdown of Volunteers:**  **(Youths/Non-youths, Singaporeans/Foreigners,**  **NUS/Non-NUS)** |  |

**(IV) Project Implementation**

|  |
| --- |
| **Was the Project carried out according to the proposal? Why or why not? (Word limit: 300 words)** |
|  |
| **Was the Project successful? Why and in what aspects? (Word limit: 300 words)** |
|  |
| **What are some areas for improvement? (Word limit: 300 words)**  ***What were some of the lessons learnt while developing and implementing the Project?* (Word limit: 300 words)** |
|  |

**(V) Publicity and Media Coverage**

|  |
| --- |
| **Publicity Plan Summary (Word limit: 300 words)** |
|  |

**\*Kindly attach the relevant documents:**

1. Event Photos (At least 10 high-resolution photos); and

2. Pictorial Evidence of Acknowledgements (E.g. Posters, Emails, Event Banners, Event Tees, Event Website, Ticket Design etc.)

**(VI) Funding Feedback**

|  |
| --- |
| **How did you learn about the NUSSU Council Funding?** |
|  |
| **What improvements to the NUSSU Finance Standing Committee would you suggest?** |
|  |
| **Any other comments or feedback?** |
|  |

**(VII) Statement of Accounts**

**Project Title:**

**Date of Project:**

|  |  |  |
| --- | --- | --- |
| **Income** | | |
| Item | Amount | Remarks (If Any) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Income (A) :** |  | |
|  | | |
| **Expenditure** | | |
| Item | Amount | Remarks (If Any) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Expenditure (B) :** |  | |
|  | | |
| **Total Surplus/ Deficit (A-B):** |  | |

Prepared by: Verified by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (Name)

Financial Secretary/ Treasurer Project Director

(Name of Project) (Name of Project)

**\*Kindly attach the relevant documents (for groups without WBS):**

A) **Original/Certified True Copy receipts** for items funded by NUSSU Council Funding. Certified True Copy receipts are only accepted when original receipts are not available, to be supported with email explanation of the absence of original receipts

**(VIII) Declaration**

* I declare that the information in this completion report is true and accurate to the best of my knowledge, and I have not omitted any facts or furnish any false information.
* I agree to share the information in this completion report with the relevant NUSSU personnel for the purpose of the NUSSU Council Funding.
* I agree to the collection, use and disclosure of my personal data by the NUSSU Finance Standing Committee and any other relevant NUSSU personnel for the purposes of administering the NUSSU Council Funding.

|  |  |
| --- | --- |
| Prepared by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Endorsed by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of applicant / Date | Name of endorser / Date |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Designation of endorser |