



The  
**Ulrike Michal**  
**Foundation**  
for the Arts

Project Completion Reports—  
Guidance for Core Grant recipients

Charity Reg. No. 1188685

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## ***Project Completion Report – Guidance for Core Grant recipients***

This document is designed to help project leaders to complete the Project Completion (Evaluation & Summary) Report form.

The numbers in brackets refer to the corresponding section of the form. The number starts UMFFTA CG.....

The project reference is the reference number on your award letter.

- (1) The Foundation are keen to know how the project has helped participants or spectators develop their practice or knowledge of the traditional skills of the fine and decorative arts. You can make general comments or refer to specific examples. When referring to people we understand that you cannot mention names that might identify an individual without their permission.

You may find that the Skills section of the Inspiring Learning for All's Generic Learning Outcomes helps you answer this question. You can find out more at: <https://www.artscouncil.org.uk/measuring-outcomes/generic-learning-outcomes#section-3>

- (2) This question focuses on what you as the project deliverer or organizer, and/or the artists involved have learned from the project. This can include 'trial and learn' from delivering a project, as well as the artistic benefits. The Foundation can also learn from what you have learned, which could benefit future applicants and their projects.

- (3) We would recommend basing your answers to this question using the Attitudes and Values of the Inspiring Learning For All's Generic Learning Outcomes:

- ◆ Attitudes & Values
- ◆ Feelings
- ◆ Perceptions
- ◆ Opinions about ourselves (e.g. self esteem)
- ◆ Opinions or attitudes towards other people
- ◆ Increased capacity for tolerance
- ◆ Empathy
- ◆ Increased motivation
- ◆ Attitudes towards an organisation
- ◆ Positive and negative attitudes in relation to an experience

You can find out more about this at: <https://www.artscouncil.org.uk/measuring-outcomes/generic-learning-outcomes#section-1>

- (4) Please could you supply some examples of feedback on the project from the participants or spectators, where applicable. First name and county/city are all that is required.
- (5) This question is a chance for you to state what you would do differently next time. It may be that the only changes you would make are very minor or it may be that it was only once you had embarked on the project could you truly know how it would progress.

The Foundation will use selected answers in its celebratory booklet on the projects its grants have supported.

Don't forget to include your high resolution photographs from your project! They will help us encourage people to apply for grants in future years. Selected images will appear on the Foundation website and in the celebratory booklet.

Please send your completed report form and associated images to: [info@umffta.org](mailto:info@umffta.org)