The
Ulrike Michal
Foundation
for the Arts

Project Update Reports—

Guidance for Core Grant recipients

Project Update Report (Core Grants) – Guidance

This document is designed to help project leaders to complete the Project Update Report form.

The update form is designed to provide the Foundation with the necessary information to provide additional project grant money or the remainder of the grant money prior to the project's completion, rather than providing the remainder of the grant on completion.

The numbers in brackets refer to the corresponding section of the form.

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

1) The reference number is the number on your grant award letter. The number starts UMFFTA SG....
2) This question asks you detail how many people have been involved in, benefited from or seen your project so far and how many more people you anticipate.
3) This question provides the opportunity for you to set out how far you have progressed your project and what has been achieved.
4) This question is the place where you set out what you are going to do to see the project through to its completion and what stages are involved.
5) Please use this question to explain why you need the remainder of the funding now to complete the project. The Foundation reserves the right to hold back a percentage of the remaining grant should it wish so to do.
6) This question is where you should explain how the payment of the remainder of the grant now will allow you to guarantee its successful completion in accordance with the original terms of the grant.
7) This final question allows you the opportunity to include any additional information that you believe would be of benefit to the Trustees of the Ulrike Michal Foundation for the Arts prior to making their decision.

Please include at least three digital photographs as evidence of the progress of your project so far.

Please send your project update report to info@umffta.org

Put your project reference number in the subject line of your email