Attachment 2

# 03-MOC

**Report Template for the SPOTLIGHT TAIWAN PROJECT**

Organization:

Project Title:

Grant (USD):

Timeline (MM/YYYY): From to

|  |  |  |  |
| --- | --- | --- | --- |
| Report By: |  |  |  |
| *Name* | *Email* | *Date* |

**Final Report (required):** The Final Report must be submitted by mail (print) or email (PDF) to your regional ROC representative office. Supplemental materials such as posters, flyers, and newspaper articles should be scanned and attached to the report.

**I. Project Summary**

1. ***Implementation Process:***
2. Was the project completed as presented in your original proposal?

◻ Yes ◻ No

1. If not, did you file a Change Request for the changes made? (Skip if not applicable.)

◻ Yes ◻ No

Please also describe how your project varied from the proposal.

1. ***List all the activities*** ***included in your Spotlight Taiwan Project:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Title**  **/Host** | **Date**  **/Location** | **Attendance**  **/Engagement** | **Marketing**  **/Outreach** |
| Ex:  “Taiwan Film Festival” at Cine Formosa | Dec 11-13, 2024 London, UK | Opening Night: 100  Q&A 1: 50  Q&A 2: 25  Closing Gala: 120  \*Hybrid event, numbers tallied by combining physical attendance and YouTube viewership | * University newsletter, social media * Event website * Media reports * Ticket design, festival flyers * Festival trailer, video interviews   (see attached) |

# II. Project Narrative:

1) Did you achieve your goal? How were successes and setbacks evaluated?

2) What did this project mean to your organization? Did the project help participants better understand the culture of Taiwan? Please describe any difficulties encountered.

3) Who participated (students, scholars, artists, senior citizens, or local residents)? Did you attract your target audience successfully? What were some of their reactions or suggestions?

4) What were the most effective aspects of your promotional campaign? Please provide an estimated number of total (direct/indirect) audience reached, and specify the platforms and outlets involved.

5) Do you have any suggestions for us? You are welcomed to share with the MOC on how your organization initiated, planned, and implemented the program in more detail (as a separate document from the Final Report). Feedback will be used to improve the Spotlight Taiwan Project.

**III. Budget Report:**

Please fill out the following chart (**or attach an equivalent fiscal report**) reflecting your budget projections and actual expenditure. Estimations should cite your proposed budget from the approved application. **Include budget notes to explain any significant variances.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Estimated** |  | **Spent** |
| Income: |  |  |  |
| Earned |  |  |  |
|  |  |  |  |
| Contributed |  |  |  |
| Grant from Spotlight Taiwan Project |  |  |  |
| Foundation(s) |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| **Total Income:** |  |  |  |
|  |  |  |  |
| Expense: |  |  |  |
| Personnel |  |  |  |
| Artist Fee |  |  |  |
| Administrative |  |  |  |
| Technical & Production |  |  |  |
| Other Services |  |  |  |
| **Subtotal Personnel** |  |  |  |
|  |  |  |  |
| Non-Personnel |  |  |  |
| Production/Exhibition Expenses |  |  |  |
| Accommodation |  |  |  |
| Travel |  |  |  |
| Materials and Supplies |  |  |  |
| Marketing/Promotion |  |  |  |
| Insurance |  |  |  |
| Contingency |  |  |  |
| **Subtotal Non-Personnel:** |  |  |  |
|  |  |  |  |
| **Total Expenses:** |  |  |  |
|  |  |  |  |
| **Project Net:** |  |  |  |

It is optional to submit copies of third-party proof of payment for expenses. Original proof of payment should be retained in your country.

I hereby certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has fulfilled the terms of partnership

*Name of Organization*

as stated in the Agreement signed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*ROC Representative Office or Mission*

*Signature*

*Title Date*

**IV. Project Documentation**

Please attach and describe documentation items and provide media names, dates, and the number of pages for promotional materials. High resolution required for digital files; include source and credits where possible.

□ Print media (article count):

□ Digital media (article count):

□ Press release(s):

□ Event photo(s):

□ Poster(s):

□ Flyer(s):

□ Brochure(s):

□ Website(s):

□ Other:

**By submitting this list of materials for documentation, you are granting permission for their use in future MOC reporting, archival, and promotional purposes.**