

Spotlight Taiwan Project **FINAL REPORT**

Name of University/Organization:

Title of Project:

Grant Amount:

Execution Period (yyyy/mm): From _____ to _____

Report

prepared by:

Name

Email

Date

Final Report in this format may be filled out online and emailed to MOC. All requested supplemental material must also be sent, such as copies of posters, flyers, newspaper articles, etc. They may be scanned and emailed or mailed in the traditional fashion.

Please also attach **Program Report** in addition to Final Report, to share more information about how each program was initiated, planned, and performed. Any other thoughts that you would like to share with MOC are welcome. There is no fixed format or word limit for the report.

Please email Final Report and postal mail to MOC overseas office near you, or you may send the document to our Taipei headquarter if no MOC representatives in your area.

[Chao Yiting](#)

Ministry of Culture

439 Zhongping Rd., South Tower 17th Floor

Xinzhuang Dist., New Taipei City 24219

Taiwan (R.O.C.)

chaoyit@moc.gov.tw

I. Project Summary

1. *Project Statistics:*

1) Were the programs completed as presented in your original application?

☐ Yes ☐ No

2) Did you place a Change of Request for the changes made?

☐ Yes ☐ No

3) If your programs had to be adjusted, please describe how your programs varied from the application.

2. *List all programs included in your Spotlight Taiwan Project below*

(performances, workshops, exhibitions, etc.) *and provide information required:*

Program	Date	Place	Number of People Attended	Publicity (press names, dates, pages)

II. Project Narrative:

- 1) Did your project achieve your goal? How did you evaluate your successes and setbacks? What were the results of this evaluation?
- 2) What did this project do for your university/organization? Did the project help local community better understand the culture of Taiwan? Please describe difficulties that you encountered, if there was any.
- 3) What is the participant profile of your programs (students, scholars, artists, seniors, local residence, etc.)? Did you attract your target audience successfully? What were the feedbacks or suggestions from them?
- 4) How did your publicity plan go? What were the most effective ways to promote your programs? Please provide estimated numbers of total direct and indirect audience reached, and specify significant media channels if applicable.
- 5) What are your suggestions for Spotlight Taiwan Project?

III. Budget Report:

Please fill out the following chart (**or attach an equivalent report**) reflecting your project budgets vs. actuals. Budget numbers should reflect your proposed (application) budget. **Include budget notes to explain any significant variances.**

	<u>Budget</u>	<u>Actual</u>
Income:		
Earned	_____	_____
Contributed		
Grant from Spotlight Taiwan Project	_____	_____
Foundations	_____	_____
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 Expense:	_____	_____
Project Net:	_____	_____

Copies of third-party proof of payment for expense are optional to be submitted. Original proof of payment should be retained in your country.

I hereby certify that _____ has performed the
Name of Organization

programs and/or activities, as stated in the MOU with MOC.

Signature

Title

Date

IV. Project Documentation

Please attach all project documentations here. Briefly describe them and provide media names, dates, and numbers of pages for publicity materials. Please make sure the digital files are in high resolution. Include any photo credits if necessary.

- ☐ Print media article/news: piece(s)
- ☐ Digital media article/news: piece(s)
- ☐ Press release: piece(s)
- ☐ Event photo: piece(s) CD-ROM(s)
- ☐ Poster: piece(s)
- ☐ Flyer: piece(s)
- ☐ Program: piece(s)
- ☐ Website: webpage(s), link(s):
- ☐ Event DVD: piece(s)
- ☐ Other:

By sending the documentation, you are granting permission to use them in future MOC reporting, archival and promotional information.