

Ref. No.-

Date/Time of Receipt-

(For Official Use)

# 創意香港

## CREATE HONG KONG

PROGRESS REPORT OF APPROVED PROJECT

CreateSmart Initiative (CSI)

**Project Reference** :

**Project Title** :

**Recipient Organisation** :

**Covering Period** : From:  
To :

# 1. Project Details

## 1.1 Project Overview

- (a) Project Ref. :
- (b) Project Title (English) :  
(Chinese) :
- (c) Recipient Organisation :
- (d) Project Coordinator (Tel/Fax/Email) :

## 1.2 Project Period

- (a) Commencement date :  
(dd/mm/yyyy)
- (b) Project Duration (months) :
- (c) Original Target Completion date :  
(dd/mm/yyyy)
- (d) Revised Completion date<sup>1</sup> (if any) :  
(dd/mm/yyyy)

## 1.3 Updated Project Abstract

English (not more than 2000 characters):

Chinese (not more than 2000 characters):

## 1.4 Project Milestones

Period		Milestone
From (dd/mm/yyyy)	To (dd/mm/yyyy)	
Original:	Original:	
Latest:	Latest:	

<sup>1</sup> Revised Completion date refers to the latest revised date approved by the CreateSmart Initiative Secretariat.

**1.5 Project Progress to-date**

(Please provide details on the progress of each deliverable as set out in Section C of the approved project proposal.)

**1.6 Problems encountered in implementing the Project (if any)**

**1.7 Variations in the Project or supplementary information (if any)**

(Please give explanations and justifications for the variations.)

**1.8 Other Comments and Suggestions (if any)**

**1.9 Collaborating Parties and Sponsors (if any):**

<b>Organisation Role</b>	<b>Name / Address / Webpage</b>	<b>Contact Person Name / Tel no. / Fax / Email</b>
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## 2. Financial Position to-date

(Cumulative total up to date)

### 2.1 Expenditure (HK\$)

#### (i) Manpower

Items	(A) Approved Budget	(B) Revised Budget	(C) Actual Expenditure	$\frac{[(C)-(B)]}{(B)}$ x 100% Variation (%)	Explanation for significant variance <sup>2</sup>
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Sub-total:

#### (ii) Equipment

Items	(A) Approved Budget	(B) Revised Budget	(C) Actual Expenditure	$\frac{[(C)-(B)]}{(B)}$ x 100% Variation (%)	Explanation for significant variance
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Sub-total:

#### (iii) Other Direct Cost\*

Items	(A) Approved Budget	(B) Revised Budget	(C) Actual Expenditure	$\frac{[(C)-(B)]}{(B)}$ x 100% Variation (%)	Explanation for significant variance
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Sub-total:

### 2.2 Income and Interest (HK\$)

Items	(A) Budgeted Income	(B) Revised Income	(C) Actual Income	$\frac{[(C)-(B)]}{(B)}$ x 100% Variation (%)	Explanation for significant variance
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Sub-total:

<sup>2</sup> Significant variance means the actual amount is higher/lower than the budgeted amount by over 15%, or the actual amount is higher/lower than the reallocated budgeted amount.

## Sponsorship (HK\$)

<u>Sponsoring Organisation / type of sponsor</u>	<u>(A) Budgeted Sponsorship</u>	<u>(B) Revised Sponsorship</u>	<u>(C) Actual Sponsorship</u>	<u>[(C)-(B)]/(B) x 100% Variation (%)</u>	<u>Explanation for significant variance</u>
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Sub-total:

### 2.3 Financial Summary to date

(a) Approved Funding from Government (HK\$)	:	
(b) Actual Expenditure to date (HK\$)	:	
(c) Actual Sponsorship Received to date (HK\$)	:	
(d) Actual Income and Interest Received on the Funds to date (HK\$)	:	
(e) Fund Received (HK\$)	:	