7. Reporting to Creative NZ

- Ensure you have received project completion reports from applicants.
- Report on funding round at completion of each round using the Grants Tracking Tool (GTT)
- Complete your Annual Evaluation Report for submission at end of financial year.

Grants Tracking Tool (GTT)

All CCS administrators are required to complete a report known as the Grants Tracking Tool (GTT) and submit this to Creative New Zealand at ccsadmin@creativenz.govt.nz

You can submit your GTT after each of your funding rounds or at any time, but you must submit a GTT for every six-month period by **31 December** and **30 June**. You must submit your final GTT for the current financial year **by 30 June** in order to receive the first instalment of your annual allocation for the next financial year.

The GTT captures key information about each application and allows you to update us on which projects have been successfully completed. It also helps you to track the funds available to you for distribution.

We will send you a GTT at the start of each financial year. You should use the same GTT for the whole financial year and update it after each funding round. That means, instead of having two (or three or four) GTT for the year, you will only have one.

Please note: *There are three tabs on the GTT. You need to complete the information on all tabs before you submit the GTT to Creative New Zealand.*

Tab 1: Funding Rounds

1. You can add the information for your recent funding round below the information for your previous round/s.
2. Enter the funding round closing date.
3. Enter the details of all applications for funding received for this current round. This includes ineligible and declined applications.
4. There is a separate column for each ethnicity listed on your application form. Enter 'Y' (Yes) in each relevant column under 'Applicant Ethnicity' to match the applicant ethnicity on the application form.
5. If an application has been declined, the amount allocated must be zero.
6. You must enter a value for the 'estimated number of participants' and 'estimated number of audience', even if this value is zero.
7. We have added four green columns to the end of the Funding Round tab.
8. Please use these columns to track the reporting process for projects that are**funded in the 2024/25 financial year.**

9. At the end of the financial year, any projects that have not submitted their report will be copied into **Tab 2. Project Completion Reporting** on your new GTT, to be tracked in the next financial year.

Tab 2: Project Completion Reporting

- This tab is for manually tracking project completion reports from previous years.
- **Please do not track current funding round applications in this tab.**
- Essential to track are the Funding round closing date (approximate if not known), Applicant name, Project title and the 'green' columns (U to X) on the right-hand side of the table - Report Status, Date of Submission of Report, Actual No. of Participants, and Actual No. of Audience.
- The fields of Project Description and estimations of Participants and Audience are optional.
- If you are reporting on a project that was funded from the **2023/24 CCS Festival Fund**, please select **FEST** from the Funding Criteria drop-down options.
- At the end of the financial year, reported projects will be removed and any outstanding completion reports will be added into this tab of your new GTT at the start of the next financial year.

Tab 3: Financial Summary

1. You need to complete all the fields. If there is no value for any of these items enter zero in the appropriate box.
2. The total figures will calculate automatically. Check these figures against your own records to ensure they are accurate.
3. The funds available for the next round will automatically display. Following your final funding round for the year, if this amount is over 15% of your annual allocation, you may need to return some funds to Creative New Zealand. We will advise you of this once we have processed your final report.

Final step

1. Once your GTT is complete please email it to **ccsadmin@creativenz.govt.nz**

All councils are subject to the Public Records Act 2005. CCS records should be kept according to your council's Retention and Disposal Schedule. You will need to discuss this with your council's information manager.

The records that will need to be considered will include:

- Applications and related correspondence
- Project Completion Reports
- Minutes of assessment meetings
- Financial records.