**OUR SINGAPORE FUND**

**PROJECT COMPLETION REPORT**

(*To be submitted by project owner within 3 months after project completion, together with your completed Claims Form and soft-copies of receipts and invoices. Please retain the original hardcopies of the receipts and invoices for a period of 1 year from the date of submission)*

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| --- | --- |
| **Name of Applicant** |  |
| **Project Title** |  |
| **Project Date(s)** |  |

**I. Meeting Objectives and Key Performance Indicators (KPIs)**

1. State the project objectives and how the objectives were achieved through the project.

*(Please refer to the project objectives stated in your application form.)*

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| --- | --- | --- |
| **Objectives** | **Were the objectives met?** *(Yes/No/Partially met)* | **What contributed to the objectives?** |
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1. Were the deliverables/KPIs met?

*(Please refer to the deliverables/KPIs agreed in the Letter of Award.)*

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| --- | --- |
| **Deliverables / KPIs** | **Details of deliverables / KPIs which were met.** **If these were not met, please state the reasons and share the difficulties encountered.** |
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**II. Profile of Participants**

3a. Total number of participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3b. Online Engagements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General description of participants’ profile (e.g. age group, ethnicity, occupation, etc.)

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1. Please describe, if any, the level of collaborations/participation among organisations (i.e. new bonds, strengthening of links etc.)

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**III. Project Owner’s Feedback/Reflection**

1. On a scale of 1-5, where 1 = “Strongly Disagree” and 5 = “Strongly Agree”, please select the answer that best describes your experience as a project owner, for each of the following statements:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Statements** | **1** | **2** | **3** | **4** | **5** |
| 1. This project experience strengthened my confidence to contribute as an active citizen.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. I am proud of my fellow Singaporeans who participated in this project .
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. I made friends with fellow Singaporeans through this project.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. Overall, the OSF support team provided me with adequate assistance and support.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. After this experience, I am keen to organize other grounds-up projects.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. I am keen to partner fellow Singaporeans and/or other non-governmental groups for other grounds-up projects.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. I am keen to partner government agencies for other projects.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| 1. I would recommend Our Singapore Fund to my friends who want to organise ground up projects.
 | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |

**IV. Photos/Screenshots of Project**

1. Please provide at least 5 photos or screenshots from the project below. You may attach the files directly or provide a download link. By providing the photos, you agree that MCCY has the permission to use these photos for publicity, promotional or other general purposes.

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**V. Participants’ Response and Feedback**

1. Please provide at least 4 completed responses from participants/audiences. You may use the appended template below.

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Name and Signature of Applicant/Organisation’s Representative Date