

Reporting Model for Projects (Template)

Project Name	Project Start Date	
--------------	--------------------	--

Project Lead		Estimated End Date	
--------------	--	--------------------	--

Budget

	£	Source
Section 106 Budget		
Third Sector Budget		
Total Funding		

Project Outline

Business plan:

Expected Benefits Of Project

i.e. (this area will vary dependent on project but could include the following)

- Market Traders (before event)
- Market Traders (day of event)
- Market Traders (returning traders)
- Market Traders (New Traders)
- Footfall count (day of event)
- Number of Empty Shops

Pop Up Shop Traders

Project Review

Actual Expenditure

	Income		Expenditure	
Totals	£		£	
Over/Underspend	£			

Reason: