**End of Grant Report**

**This form is important – it must be completed and returned**

When you come to the end of your grant from Action Together you need to submit an end of grant report. This report should summarise your progress, achievements and the lessons learned from the work.

**End of Grant Forms that are received incomplete or do not have the appropriate supporting documentation will mean that Action Together will not be able to consider your group for any future funding.**

**Please write clearly in black ink or type and remember to sign and date the form at the end.**

For advice and support on completing this form please read the accompanying guidance notes.

**1. Background information**

|  |  |
| --- | --- |
| **1.1** Name of your organisation | **1.2** Name of your project |
| **1.3** Address of your organisation | **1.4** Telephone |
| **1.5** Email | **1.6** Website |
| **1.7** Name of person completing this form | **1.8** Position in the organisation |

|  |  |
| --- | --- |
| **1.9** How much funding were you awarded? |  |

**2. How the grant was spent**

**2.1** Has the funding been fully spent (please provide a breakdown and copies of receipts and invoices)? Yes/No

|  |  |  |
| --- | --- | --- |
| **Expenditure Item** | **Original Budget (£)** | **Actual Expenditure (£)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

**2.2** If no, please explain why this is the case and when you expect it to be fully spent (please limit your answer to a maximum of 250 words)?

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|  |

**2.3** What activities did you carry out with our funding (please limit your answer to a maximum of 250 words)?

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| --- | --- |
| **2.4** How many beneficiaries directly benefited from the work funded? |  |

**2.5** Please indicate the range of people who have benefited from the service, from the groupings listed below. Please tick all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | | **Mixed** | |
| British |  | Black Caribbean & White |  |
| Irish |  | Black African & White |  |
| Eastern European |  | Asian & White |  |
| Other White |  | Other Dual Ethnicity |  |
| Gypsies & Travellers |  |  |  |
| **Asian & Asian British** | | **Black or Black British** | |
| Indian |  | Caribbean |  |
| Pakistani |  | African |  |
| Bangladeshi |  | Other Black |  |
| Other Asian |  |  |  |
| **Chinese or other group** | |  |  |
| Chinese |  |  |  |
| Any other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |

|  |  |  |  |
| --- | --- | --- | --- |
| People with physical disabilities |  | People with mental health disabilities |  |
| Children & young people |  | Older people |  |
| Lesbian, Gay, Bi-Sexual & Transgender groups |  | Homeless |  |
| Refugee/Asylum seekers/Immigrants |  | Not in Education, Employment or Training |  |
| Women |  | People in rural areas |  |
| BME groups |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 0-4 year olds |  | 5-12 year olds |  |
| 13-18 year olds |  | 19-25 year olds |  |
| 26-64 year olds |  | 65+ year olds |  |

**2.6** Please indicate the priority you have addressed, from the options listed below. Please tick all that apply.

|  |  |
| --- | --- |
| Enhancing skills |  |
| Improvements to their wellbeing |  |
| Improvements to their communities |  |
|  |  |

**2.7** What difference has the grant made to your beneficiaries and how do you know (please limit your answer to a maximum of 250 words)?

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|  |

**2.8** Please provide us with at least one short case study to demonstrate how the project has benefited one of your beneficiaries. We welcome electronic copies of photographs, so please email them to grants@actiontogether.org.uk

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|  |

**2.9** What were the main challenges you faced during the lifetime of the grant, and how did you resolve them (please limit your answer to a maximum of 250 words)?

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**2.10** Will the work continue beyond the life of this grant? If so, please indicate in what way and detail what funding you have secured or need to secure to deliver it (please limit your answer to a maximum of 250 words)?

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|  |

**3. Feedback**

**3.1** We welcome any comments (positive or negative) you want to make on any aspect of your involvement with us (please limit your answer to 250 words)?

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|  |

Please tick the boxes below to confirm that you have provided or enclosed the following information:

|  |  |
| --- | --- |
| All sections of the End of Grant Report have been completed |  |
| A person with authority to do so has signed the report |  |
| Copies of receipts and invoices to support your grant expenditure |  |
| Any additional information (preferably attached electronically) such as project feedback, photographs (with consent forms), etc. |  |
| Please tick this box to give permission for this supporting evidence to be used by Action Together and/or our projects for the purposes set out below.  To be used:  • on Action Together and partner organisations websites  • in Action Together and partner organisations newsletters  • on Action Together and partner organisations internal displays  • on Action Together and partner organisations promotional  materials (i.e. posters, banners, etc.)  • on social media sites (i.e. Twitter, Facebook, etc.)  • in newspapers/magazines |  |

Please return your report to [grants@actiontogether.org.uk](mailto:grants@actiontogether.org.uk)

**Declaration**

It is essential you understand and sign up to the following statement. Failure to do so may have an impact on future funding.

* I confirm that the information contained in this End of Grant Report is correct and that I am authorised by the organisation to complete this form on its behalf.

|  |  |
| --- | --- |
| **Main contact person** | |
| **Signature** |  |
| **Full name** |  |
| **Position** |  |
| **Date** |  |

Thank you for completing this form.