

Totton and Eling Town Council

End of Grant Report

Please ensure you complete all sections of the form.

Section 1 – Project Summary

Name of organisation

Name of Project

Project start date

Project end date

Organisation contact

Correspondence

Address

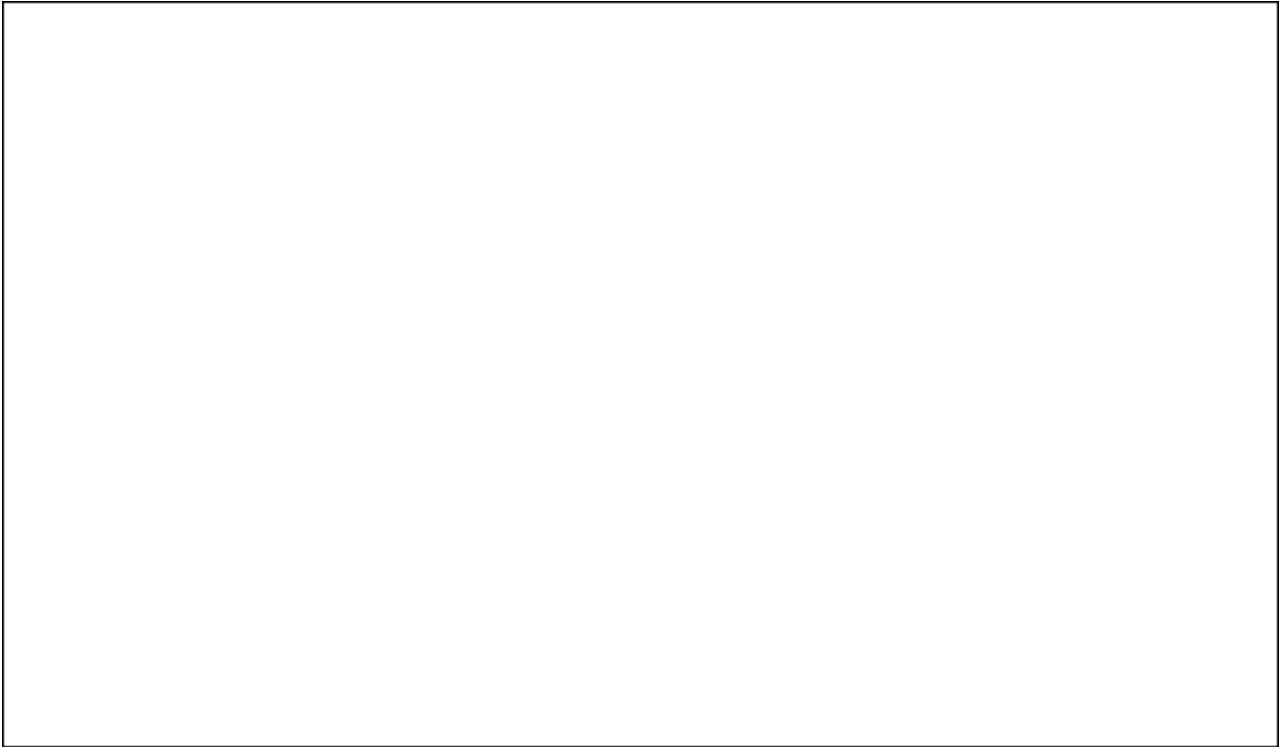
Contact number

Mobile number

Email address

Organisation website

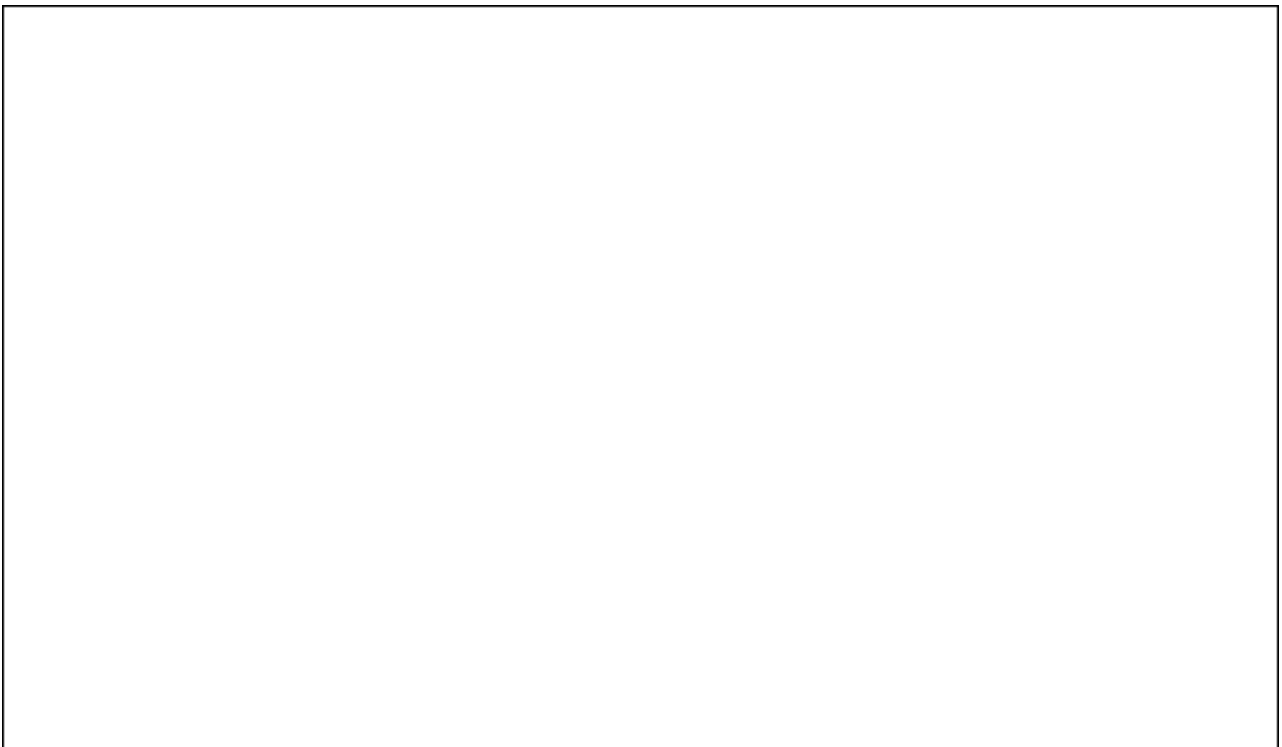
Section 2 – Project activity and outcomes



1. Description of the Project/Activity

2. What we said we would do

Refer to Targets and Outcomes identified in your grant application.



3. What we actually did

Please include any facts and figures to illustrate what you did/number of activity sessions/people involved/time commitment/users, etc. Refer also to your Project Targets and Outcomes.

4. The impact on our Community

Please outline the difference this project has made to the local community/user group/amenity and the anticipated longer-term impact. What are the headline achievements? Refer to the anticipated Community impact outlined in your grant application and include any supporting evidence of success, e.g. video/images, quotes from users/participants, newsletters, local news coverage, etc.

5. Challenges, changes, lessons learned

To help us learn from your experience, please tell us about any challenges or problems you encountered that affected progress or stopped some outcomes being achieved. How did you respond? Were there any unexpected outcomes, positive or negative? What would you do differently in the future?

6. Other comments/feedback

We would be pleased to receive your comments or other feedback on your experience of this grant scheme, including on how this might influence your approach to future fundraising.

Section 3 – Signature and checklist

Statement to be signed by an authorised person within your organisation.

To the best of my knowledge the information given on this form is correct and gives a true and accurate account of the organisation's work, finances and needs.

Your name <i>In block caps</i>	<input type="text"/>		
Address <i>If different from Section 1 above</i>	<input type="text"/>		
Position held in the organisation	<input type="text"/>		
Daytime telephone	<input type="text"/>		<input type="text"/>
Home tel			
Email address	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Make sure that:

- You have answered **all the questions** on the End of Grant Report
- The form is **signed** in person by an authorised person from your organisation
- You have included evidence, receipts and a completed Statement of Project Income and Expenditure

Please return this end of the grant report, together with your photo evidence, receipts and income/expenditure information to the Town Clerk at the Civic Centre, Totton.

