

End of grant report

Please complete, sign and return this form as soon as your project has finished, together with receipts if requested.

Unique reference number

Project name

Organisation

Part one: How the grant has been spent

Give a breakdown of the items or activities funded by the grant, using the same budget headings you provided in the application form question 'How much will your project cost'?

A	B	C	Guidance
Item or activity	Actual total cost of item/activity for the project	Amount of Awards for All grant spent on item/activity	In column A list all the individual items or activities that your grant was spent on.
			In column B put the total amount you spent on each item or activity.
			In column C put how much was paid for from your Awards for All grant.
			If Awards for All funded your entire project costs then the figures in B and C will be the same.
			The figures you put in should be the actual amounts. These may be different from estimates in your application form.
Total amount spent			

If how you spent your grant is different to what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes. Give details of any contact you had with us to agree any changes. You will need to return any of the grant you have not spent to us.

Part two: What the grant has achieved

2 a) Tell us about the difference your project has made to the people that were involved in it.

2 b) Tell us about any wider benefits to the community.

How many people directly benefited from the grant?

Part three: Declaration

The declaration must be signed by the main or senior contacts in your application form. If they have changed since your application, please contact Awards for All and ask for a 'Change of contact details form', which you should complete and send back with this form.

I confirm that the details in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Title

Forenames (in full)

Surname

Position in organisation

Telephone number

Signature

Date

For office use only

Report reviewed on (date):

Expenditure checked

Benefits checked

Grant closure letter sent

Refund Due? Yes

No

Receipts requested Yes

No

If yes, date requested:

EOG compliant Yes

No