**A close up of a clock

Description automatically generatedCorfe Mullen Town Council Small Community Grants:**

**End of Project Report Form**

**What is this form for?**

When the Town Council provides a small grant to an organisation, that organisation is required to provide detailed information as to how the grant has been used.

Please use this form to describe what you’ve achieved by running your project. By your project we mean the activities, services, equipment, or facilities we have helped to fund as described in your grant application.

Please read the questions carefully and complete all the sections as accurately as possible.

***The completed form should be returned to the address on the bottom of the page by 30 June 2023. Please note that further grants will not be considered from your organisation until this report has been completed and returned.***

|  |
| --- |
| **To be completed by grant holder** |
| **Project/Activity Name:**  **Name of person completing this form:**  **Contact address:**  **Contact phone number:**  **Contact email:** |
| **How much funding did you receive?** |
| £ |
| **How much of the grant have you spent in total?** |
| £ |
| **Please list your expenditure, showing how funds have been spent.** Please attach or include supporting receipts and invoices. |
|  |
| **Please tell us about any other funding you have received, or what funds you have raised through fundraising.** |
|  |
| **What have you delivered during your project?**  Please describe the activities or services you have delivered. |
|  |
| **What impact or difference did the Community Grant make to the end users?** |
|  |
| **How has this funding enabled you or your group or organisation to do something differently or to add value, over and above your existing core service delivery or core activities?** Please summarise these benefits below. |
|  |
| **How many individuals have benefited from the project/activity, both directly and indirectly?** Please provide any evidence to support this showing who has benefitted. |
|  |
| **Any other comments** |
|  |

**Thank you for delivering the project and for feeding back this important information to us.**

Please return by 30 June 2023 to:

[office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk) or Town Clerk, Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA.