**Worcester City Council Small Community Grants:**

**End of Project Report Form**

**What is this form for?**

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 funded, as described in your grant application and grant agreement, together with any changes we agreed with you since then.

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

The completed form should be returned to the email or postal address on the bottom of the page, within 6 weeks of your project finishing.

Please contact Rhizina Shearer on 01905 722301 if you need help completing this form or have any further questions.

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| **To be completed by grant holder** |
| **Project/Activity Name:**  **Name of person completing this form:**  **Contact address:**  **Contact phone number:**  **Contact email:** |
| **Funding** |
| **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. |
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| **Please tell us about any other funding that contributed to the delivery of your project/activity (whether in kind or in cash).** |
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| **Project**  **What have you delivered during your project?**  Please describe the activities or services you have delivered. |
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| **Impact** |
| **How much change has happened?**  Please summarise how much progress you’ve made towards achieving the outcomes you set out to achieve.  What impact or difference did the Community Grant make to the end users? What have you achieved against the aims, objectives and outcomes set out in your original proposal? Tell us about the changes your project has made to the lives of local people. Please send us relevant monitoring information on outcomes, outputs and other qualitative and quantitative data such as: records & registers, case studies, photos, film, and other materials if appropriate) |
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| **If you’ve achieve more or less change than you planned, please explain why you think this is.** |
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| **Did you make any amendments to the original proposal?** Is the end product of your project or activity different from the original aims? If changes have been made please explain why they were needed. |
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| **Please outline any difficulties you have experienced.** What challenges did you encounter and how have you overcome them? |
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| **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. |
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| **Can you tell us about any changes in how you work with partner or community organisations as a result of delivering this project?** |
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| **Who Benefited** |
| **How many individuals have benefited from the project/activity, both directly and in directly.** Please provide any evidence to support this. |
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| **Can you tell us any more about the individuals or group who benefited** (for example; age, gender, unemployed, employed, at risk of becoming NEET, families, young parents) |
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| **Sustainability** |
| **How do you/your group/organisation think you might continue or build upon the Community Grant funded activity?** How will it be funded? Have any other ideas developed? **If it is not to be continued, how will you end your funded activity?** |
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| **Learning** |
| **What general lessons have been learnt? And can you identify any ‘keys’ to the success of the project?** |
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| **Any other comments** |
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**Thank you for delivering the project and for feeding back this important information to us.**

Please complete this End of Project Report Form and return:

By post to: Rhizina Shearer, Worcester City Council , The Guildhall, Worcester WR1 2EY

By email to: [Rhizina.shearer@worcester.gov.uk](mailto:Rhizina.shearer@worcester.gov.uk)

If you have any further questions please contact Rhizina directly on 01905 .