

The Common Good Fund needs to account for all funding allocated, and therefore request that you complete all sections of this form.

Name of Organisation: (merge field)

Contact Details: (merge field)

Project Funded:

Grant Allocation: (merge field)

1 Finance (Please provide a full breakdown of all costs)

Description (from original grant application form)	Projected Costs	Actual Costs

2 Match Funding (Please provide details of any match funding received)

Grant Scheme	Description	Amount

3 Did you meet the aims of the project – please give details? (The main facts and figures about actual activities, for example the number of people the organisation or project worked with and the main activities undertaken)

4 What difference did your project make? (This section should also include examples of how individual participants/services users experienced the project/activity -case studies/quotes can be used)

5 Key Learning Points Please detail any unexpected outcomes (positive and negative) including anything that would be done differently in the future.

6 Do you have any comments to help us improve the grant process?

Signature

Print name: