

Northstowe Town Council**END-OF-GRANT REPORT - TEMPLATE; for: recipients of a Town Council Community Grant Award**

NB: [Town Council's Grant Award Policy](#) (Can be downloaded from the Town Council's 'Policies' webpage, where one can also find the associated template Grant Application Form).

As per the grant application information, a report is expected to be submitted to the Council within 3 months of project delivery.

GENERAL INFORMATION:

Name of Organisation:	
Name of person filling in this form:	
Email:	
Telephone number:	
Date form is sent to NTC Town Clerk:	
Project name:	
Project start date:	
Project end date:	

FINANCES:

Grant awarded, month/year:	
Total project cost – as per original budget (as submitted at time of application):	
Total project cost – final sum:	
Have you been able to attract other funding? If so, explain from where and how much match funding has been obtained in total?	
Amount of NTC Grant received:	
Amount of NTC Grant used:	
Break-down of costs against original budget headings for the NTC grant (when submitted at time of the application): <i>Please submit data in separate spreadsheet, where possible/needed.</i>	
Have there been any changes to how the NTC grant has been spent? If so, explain what happened and why changes were needed. <i>NB: Written approval of the Council should have been obtained for a change in use of the grant monies.</i>	
In case of any unspent grant funds, what have you done with those? <i>NB: Any unspent portion of the grant must be returned to the Council by the end of the year after it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.</i>	

TOWN COUNCIL ACKNOWLEDGEMENT

<p>How have you acknowledged Northstowe Town Council's contributions to the project?</p> <p><i>Please supply in separate files any supporting evidence, for instance use of NTC logo in social media; copies of leaflets, banners or other marketing materials; media items, reports, etc. In case there have been lots, please select the ones that show a range of promotional activities with NTC acknowledgement.</i></p>	
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IMPACT:

<p>How many people have benefited directly from your project??</p>	
<p>Approximately what percentage of the people who have benefited live in the parish of Northstowe?</p>	
<p>Which of the following aims of the grant scheme have been addressed, and if so, how?</p> <ul style="list-style-type: none"> • Promoting Northstowe in a positive and lasting way; • Providing a service, or improving a service's effectiveness, to Northstowe residents; • Meeting the needs of residents experiencing social or economic difficulties; • Enhancing residents' quality of life, health or wellbeing; • Improving recreation or sport provision for residents; • Improving the environment or sustainability. 	
<p>What, direct or indirect, ongoing benefits have been achieved through project delivery?</p>	
<p>Have any further projects or activities come out of the project? Would those not have happened without the financial support of the grant?</p>	

OTHER

<p>Is there anything else you would like to tell us about your project?</p>	
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FEEDBACK ON GRANT SCHEME

<p>How did you find the grant application process?</p>	
<p>Would you have any observations how we could improve the grant scheme?</p>	
<p>Would you consider applying for this again, and why/why not?</p>	

Please send your report and all associated documents by email to townclerk@northstowetowncouncil.gov.uk **THANK YOU!**