

**End of Funding Reporting Form**

**For both**

**i) Core funding over £1,000**

**ii) Activities £1,000 and over that do not relate to core funding**

**Organisation Name:**

**Main or Registered Address:**

**Name of activities:**

**Year:**

**Reporting period from: to:**

**Contents**

**Part One:** Looking back

**Part Two:** Equality Information

**Part Three:** End of funding review

**Part Four:** Declaration

**Part One: Looking back**

1. **What progress have you made?**

*Describe the main activities you have started, continued or finished during this reporting period. You can include in this section how the activities have contributed to the Council’s key priorities.*

*You can write up to 300 words*

1. **What have you learned?**

Give details of:

* Any achievements or unexpected outcomes you would like to share with us
* Any problems you’ve faced and how you’ve tackled them
* How you will use or share what you have learned from your own monitoring or evaluation
* Any changes you will make to your activities because of what you’ve learned

*You can write up to 300 words*

1. **How much change has happened?**

*Explain how much progress you made towards achieving the key outcomes / outputs you included in your application.*

Outcomes:

|  |  |
| --- | --- |
| Outcome  1 |  |
| Progress: | |
| Outcome  2 |  |
| Progress: | |
| Outcome  3 |  |
| Progress: | |
| Outcome  4 |  |
| Progress: | |

Outputs:

|  |  |
| --- | --- |
| Output  1 |  |
| Progress: | |
| Output  2 |  |
| Progress: | |
| Output  3 |  |
| Progress: | |
| Output  4 |  |
| Progress: |  |

1. **Financial Information**

In your application form you provided information on the items that will be bought with the funding requested. Please provide a breakdown of this expenditure for the reporting period (please note you cannot include recoverable VAT)

|  |  |
| --- | --- |
| **Items** | **Cost** |
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|  |  |
|  |  |
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|  |  |
|  |  |
| **Total** |  |

**Part Two: Equality Information**

1. **How well did you reach everyone who could benefit from your activities during this reporting period ?**

*Describe what you’ve done to make sure everyone who could benefit from your activities knew about them and was able to get involved. If your activities have not been as effective as you would have liked, explain what you’ll do differently in the future*

*You can write up to 300 words*

**Part Three: End of funding review**

1. **Have your actvities brought about the changes you expected?**

*Describe how successful you have been in bringing about the changes you wanted to achieve. If you did not bring about some of the changes you expected explain why you think this was.*

*You can write up to 300 words*

1. **What have you done in the last year to ensure the benefits of your activities have a lasting impact after the grant funding from Neath Port Talbot County Borough Council ends?**

*This may include:*

* *Adopting the approaches from your activities more widely across your other work*
* *Encouraging other organisations to respond to your achievements by changing what they do or how they do it*
* *Continuing some or all of the activities with other funding*

*You can write up to 300 words*

1. **Please include below any additional information you feel is relevant which you would like to share with us (you can write up to 300 words)**

**Part Four: Declaration**

Please tick the box below to confirm that:

* The information in this end of funding report is accurate and has been approved by the governing body of your organisation
* The grant money from Neath Port Talbot County Borough Council has been used exclusively for the activities described in your original application, together with any changes you have agreed with us since then
* There have not been any significant changes to your activities or the governance of your organisation apart from any you have told us about and we have agreed to in writing
* You have told us about all other sources of funding for your activities and you have not received any duplicate funding for the activities, services or facilities Neath Port County Borough Council is paying for
* You have sought to achieve value for money by securing goods and services at reasonable prices
* Your organisation keeps full and proper accounts and records, including invoices and receipts, which show how the grant money has been used
* Your organisation has not disposed of any grant funded assets without getting permission from Neath Port Talbot County Borough Council in writing

**I agree (please tick)**

Signed:

Name:

Position: