**End of Project Report Form**

All grant holders are required to submit at least one report, after completion of the project or project phase supported by the grant. This is an opportunity for you to share details of the achievements and implications of the project that the Trust has supported. The information contained in the report is of considerable value to the Trust as it allows us to assess and review the outputs and outcomes of the work that we fund in accordance with our charitable objectives.

The following template is provided to assist you in producing this report, and may be used as it stands or adapted for your particular project. Alternatively, we will accept a report in your organisation’s preferred format provided it includes all the information we require.

We would be grateful if you would submit completed reports as an e-mail attachment either to your contact at the Halpin Trust, or to: [**info@halpintrust.org**](mailto:info@halpintrust.org)

Please include:

* Photos of the completed project, or ‘before’ and ‘after’ photos if relevant
* Copies of any invoices for purchases made with the grant

The End of Project Report Form must be submitted within three months of the grant end date. Failure to submit an end of project report may cause any outstanding payments to be delayed, and / or may cause The Halpin Trust to refuse to consider further funding requests.

If you have any questions or comments about completing the form, please don’t hesitate to contact us at the email address above.

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| --- | --- | --- | --- |
| **Organisation name:** |  | | |
| **Project name:** |  | | |
| **Address:** |  | | |
| **Primary contact:** | *Name: Telephone:*  *Position: Email:*  *Website:* | | |
| **Grant amount:** |  | **Date awarded:** |  |
| **Original purpose of grant:** |  | | |
| **Was the grant used for the purpose as outlined in the application?**  **If no, please explain and include reasons for any changes in the use of the grant.** | Yes / No | | |
| **Did you secure any other funding for this project? If yes, please specify.** | Yes / No | | |
| **What has our funding enabled your organisation to do, which it would not otherwise have been able to achieve?**  **Quantitative:** number of people engaged with, number of events held, area of habitat created/restored  **Qualitative:** individual responses to your service / examples of feedback from others (quotes) |  | | |
| **How has the funding facilitated the future sustainability of your work?** |  | | |
| **What would additional or future funding enable your organisation/group to achieve?** |  | | |
| **Do we have permission to use the photos supplied on our website?** |  | | |
| **Other comments on the use of the grant:**  **Include here more detail about the photos supplied and any other useful links e.g. to the project website, references to project reports, news articles etc.** |  | | |