

The Lemford Foundation

(CIO, Registered Charity Nr. 1200034)

Final Grant Report

We ask everyone we fund to report on their work so that we can understand what difference our funding has made and whether it was in line with the original intended outcome. We also ask for this report so that we can learn how to support our beneficiaries better in the future.

Section 1: About your grant

Your name or the name of your organisation:	
Person completing this report:	
Description of the grant:	
Location:	
Duration:	
The grant amount:	
Date grant funding letter signed:	
Date first grant received:	
Grant phasing agreed (if applicable)	

Section 2: About your report

Reporting period	
Date report submitted	
Date last report submitted (if applicable)	

Section 3: About the grant outcome

Outcome summary – Please summarise the grant outcome. Specifically what went to plan (or not), and what changes (if any) were made to the scope of the grant as a result of what occurred. Did you meet all of the planned outcomes?

Issues and challenges – Were there any major issues and challenges which affected your ability to achieve your objectives? If so, how were they overcome?

Information – Please describe briefly what information and analysis you have obtained to support the outcomes that you have achieved.

Aims and objectives – Please confirm whether you achieved all the aims and objectives as set out in the grant application form. If not, please provide reasons and any lessons learnt.

Timelines – Please confirm whether you achieved the timelines as set out in the grant application form. If not please provide reasons and any lessons learnt.

Costs – Please confirm whether the costs were in line with those set out in the grant application form. If not, please provide reasons.

Is there anything else you would like to tell us or ask us? In particular we welcome any feedback on our funding program and specifically the application and reporting processes.

In addition, please attach:-

- A breakdown of the costs incurred against your original budget if this differs.
- Evidence of your achievement of the grant aims and objectives. This can be in the form of photos, images, emails, and other correspondence.