**Please complete all sections of this form.**

|  |
| --- |
| **Grant details** |
| **1.** Charity name:       |
| **2.** Address:       |
| Postcode:       |
| **3.** Bank of Scotland Foundation Reference Number:       |
| **4.** Grant received from Foundation: £      |
| **5.** Purpose:       |

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| **Expenditure** |
| **6.** Please state specifically how the Foundation’s grant was spent. |
| Breakdown of expenditure as per original Application Form (Question 12) | Intended Breakdown ofExpenditure | Actual Grant Expenditure |
| e.g. Rent of premises | £1,000 | £900 |
|       | £      | £      |
|       | £      | £      |
|       | £      | £      |
|       | £      | £      |
| **Total**  | **£** | **£** |
| If any expenditure on salaries, how many people’s salaries were funded?       |
| Please explain any discrepancies above. We may contact you to follow this up.      |

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| **Performance** |
| **7.** How many people benefitted from the grant? (approximately or exact if known):       |
| **8.** How many additional volunteers were recruited as a result of the grant (if applicable)?       |
| **9.** How well do you think your project met its objectives? | [ ]  Exceeded | [ ]  Met | [ ]  Did not meet (Expand below) |
| Outline how you performed against what you wanted to achieve, as outlined in Question 12 of your Application Form.      |
| **10.** How have you measured the success of the project?      |

**11.** Have you leveraged any further income as a result of the grant?

|  |  |
| --- | --- |
| **Funder Name** | **Amount** |
|  | **£** |
|  | **£** |
|  | **£** |
| **12.** Briefly outline the future development of your project:      |
| **13.** How did you find the application process? | [ ]  Excellent | [ ]  Good | [ ]  Poor |

|  |
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| **Performance** |
| **14.** Do you have any suggestions on how it could be improved?      |
| Signed:       | Print name:       |
| Position:       |
| Date:       | Contact Tel No:       |

Please return to:

**Bank of Scotland Foundation**

**Medium Grants Programme Evaluation**

**The Mound**

**Edinburgh**

**EH1 1YZ**