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

|  |
| --- |
| **Grant details** |
| **1.** Charity name:       |
| **2.** Address:       |
| Postcode:       |
| **3.** Grant received from Foundation: £      |
| **4.** Purpose:       |

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| --- |
| **Expenditure** |
| **5.** Please state specifically how the Foundation’s grant was spent. |
| Breakdown of expenditure as per original Application Form (Question 11) | (£) Breakdown of expenditure as per original Application Form | Actual Spend (£) |
| e.g. Rent of premises | £1,000.00 | £1,100.00 |
|       | £      | £      |
|       | £      | £      |
|       | £      | £      |
|       | £      | £      |
|       | £      | £      |
| **Total**  | **£** | **£** |
| Please explain any discrepancies above. We may contact you to follow this up: e.g. increased rates.      |

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| --- |
| **Performance** |
| **6.** How many people benefitted from the grant? (approximately or exact if known):      |
| **7.** Outline how you performed against what you wanted to achieve, as outlined in Question 11 of your Application Form:      |
| **8.** How have you/will you measure the success of the project?      |
| **9.** Have you leveraged any further income as a result of the grant? If so, give details:      |
| **10.** Briefly outline the future development of your project:      |
| **11.** We continuously review our administrative procedures. It would be most helpful if you could comment on your experience of the application process. Do you have any suggestions to improve it?      |
| Signed:       | Print name:       |
| Position:       |
| Date:       | Contact Tel No:       |

Please return to:

**Bank of Scotland Foundation**

**Small Grants Programme Evaluation**

**The Mound**

**Edinburgh**

**EH1 1YZ**