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

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

|  |  |  |
| --- | --- | --- |
| **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. | | |

|  |  |
| --- | --- |
| **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**