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

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

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| **Expenditure** |
| **6.** Please state specifically how the Foundations grant was spent. Please do not include any other funds. |
| Breakdown of Expenditure | Intended Breakdown of Expenditure | 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?       |
| **8.** How well do you think your project met its objectives? [ ]  Very Well [ ]  Well [ ]  Poorly |
| Outline how you performed against what you wanted to achieve as outlined against the priorities set out on your supplementary A4 page you included as part of your application form.       |
| **9.** How have you measured the success of the project?       |
| **10.** Have you leveraged any further income as a result of the grant? [ ]  Yes [ ]  No |
| Funder Name | Amount |
|       | £      |
|       | £      |
|       | £      |

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| **11.** Briefly outline the future development of your project:      |
| **12.** How did you find the application process? [ ]  Excellent [ ]  Good [ ]  Poor |
| 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**

**Reach Grant Evaluation**

**The Mound**

**Edinburgh**

**EH1 1YZ**