**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: |

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

|  |  |
| --- | --- |
| **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 |
|  | £ |
|  | £ |
|  | £ |

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