



Community Grant Scheme

End of Grant Form

Please return to:
Programme & Policy Office
Community & Economy Service
Rother District Council
Town Hall, Bexhill on Sea
East Sussex TN39 3JX

Email: communitygrants@rother.gov.uk

This form is about your activity from the time you received your Community Grant to the time the work completed. Please read the questions carefully and complete all sections as accurately as possible. The completed form should be returned to the address above, within 6 weeks of your Community Grant ending.

Information about your group:

Name of organisation	<input type="text"/>
Contact Name	<input type="text"/>
Position in the organisation	<input type="text"/>
Address	<input type="text"/>
	Post code: <input type="text"/>
Contact telephone number	<input type="text"/>
E-mail address	<input type="text"/>

Information about the use of the grant:

What did you use the Community Grant for?

How many people directly benefited from the project as a result of the grant?

Ages	Male	Female	BME*	People with a disability
0-16 years old				
16-25 years old				
26-49 years old				
50 years +				

*BME stands for Black and Minority Ethnic

What are the outcomes (changes, benefits or other results) that have been achieved as a result of receiving your grant from Rother District Council and implementing your project/scheme?

Please submit evidence such as photos, letters from participants, evaluation forms/feedback etc.

Financial

We will need detailed information on what your project has cost and how you used the Community Grant from Rother District Council. Please provide a clear budget, which sets out each item, or service you used the grant for and the total amount spent.

Please provide evidence of expenditure for services and equipment where applicable.

Item (e.g. equipment, materials, building costs, volunteer or staff costs)	Cost
Total Project Costs:	

How easy did you find the forms to understand and complete?

(1 being very easy and 5 being very difficult)

Guidance Notes	1	2	3	4	5
Application form	1	2	3	4	5
End of Grant form	1	2	3	4	5

Please ensure that copies of all receipts and evidence of spend have been included with this End of Grant report, covering the full allocated grant.

We agree that all the information contained in this End of Grant form is correct. If any information changes, we will inform Rother District Council.

We give permission for Rother District Council to record the details of the organisation electronically and to contact the organisation by phone, mail or email.

We confirm that the grant has been fully used only for the agreed purpose.

Signature 1 (person completing this form)

Name: _____

Position: _____

Signature: _____ **Date:** _____

PLEASE NOTE: We will only pay up to 50% of the total project costs

Thank you for completing this form.

For office use only:

Received on: _____

Ref: AS/MK