**Civic Pride Fund**

**END OF PROJECT REPORT**

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| The purpose of this report is for individuals and groups / organisations that have received a Civic Pride Fund grant to provide a brief report on their project and its outcomes.  |
| **Individual / Group / Organisation Name:** |  |
| **Project Name *(if different from above)*:** |  |
| **Duration and date of project:** |  |
| **Ward(s) in which the project took place:** |  |
| **Total grant awarded:**  |  |
| **Project description** (if there were any changes to the project, please let us know here) |
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| **What do you think went well with the project?**  |
|  |
| **What difficulties did you have with the project?** (This could be in terms of recruiting volunteers, getting the work done, publicising the project) |
|  |
| **Please provide a description of the people or organisations that accessed the project and a number.** e.g. 100 young people, 10 of whom had a physical disability  |
|  |
| **Of those people who accessed the project, how many are new to the project / group / organisation?** |
|  |
| **Finance Review –** Please provide a breakdown of actual expenditure and where appropriate change the budget item headings to match those in your original project budget. |
| **Budget Items** (e.g. staff costs, premises costs, equipment, marketing etc) | **Budgeted Expenditure** | **Actual Expenditure** |
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| **TOTAL** |  |  |

**Declaration on behalf of the individual / group / organisation**

**If applicable - The Chair, Secretary, Treasurer or Project Manager of the organisation must complete this section.**

**I confirm that the information supplied to you is true to the best of our knowledge and reflects the service / activity for which I / we have been awarded a grant.**

**Full name Position**

**Signature Date**

**Please return this form to:**

**Clarinda Chan, Community Grants Officer**

**Tel: 020 8487 5112 Email:** clarinda.chan@richmondandwandsworth.gov.uk

**Voluntary Sector Team, First Floor, Civic Centre,**

**44 York Street, Twickenham, TW1 3BZ**