****End of grant report

Please complete, sign and return this form as soon as your project has finished, together with receipts if requested.

Send your form to:

Sports Council for Glasgow

4th Floor

Emirates Arena

1000 London Road

Glasgow G40 3HY

**Organisation Name**

**Project name & Date and Type Grant Award (General or Sports Promotion)**

**Organisation**

info@scglasgow.org.uk

**Part one: How the grant has been spent**

Give a breakdown of the items or activities funded by the grant, using the same budget headings you provided in the application form.

|  |  |  |  |
| --- | --- | --- | --- |
| A | B | C | Guidance  In column A list all the individual items or activities that your grant was spent on.  In column B put the total amount you spent on each item or activity.  In column C put how much was paid for from your Sports Council for Glasgow Grant  If Sports Council for Glasgow funded your entire project costs then the figures in B and C will be the same.  The figures you put in should be the actual amounts. These may be different from estimates in your application form. |
| Item or activity | Actual total cost of item/activity for the project | Amount of Sports Council for Glasgow grant spent on item/activity |
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| Total amount spent |  |  |

If how you spent your grant is different to what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes. Give details of any contact you had with us to agree any changes. You will need to return any of the grant you have not spent to us.

# Part two: What the grant has achieved

2 a) Tell us about the difference your project has made to the people that were involved in it.

2 b) Tell us about any wider benefits to the community.

How many people directly benefited from the grant?

# Part three: Declaration

The declaration must be signed by the main or senior contacts in your application form. If they have changed since your application, please contact Sports Council for Glasgow advise.

I confirm that the details in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Title Forenames (in full) Surname

|  |  |  |
| --- | --- | --- |
|  |  |  |

Position in organisation

Telephone number

Signature Date

**For office use only**

Report reviewed on (date):

Expenditure checked

Benefits checked

Grant closure letter sent

Refund Due? Yes

Receipts requested Yes EOG compliant Yes

No

No No

If yes, date requested: