



Final report

This report should summarise the project, its achievements and the lessons learned from the work undertaken. There are no fixed rules regarding this report but suggestions of what should be included are:

Background Information

- Grant Details (Project name, reference number and sum received).
- Details of the person completing the report and their position in the organisation

Overview

- Give a short description of the work supported by the award.
- How well have you met your original targets? (*provide as much evidence as possible*)
- What have been the main benefits or achievements of the work?
- Who has benefited from the work (*provide monitoring data if available*)?
- Will this project be continued (or further developed) in the future?
- If yes, where else do you intend to seek funding?

Lessons Learnt

- What aspects of the project worked well and why?
- Did you encounter any problems? If so, how did you overcome them?
- With hindsight, what would you have done differently?

Additional Feedback

- Do you have any other comments you would like to make regarding your award.

Please do provide us with any other information that you consider relevant or of interest.