Postcode Ukraine

End of Grant Report Form

Please ensure you complete **all** sections of the form.

Section 1 – Project Summary

Name of Charity	
Name of Project	
Project Start Date:	**Project End Date:**

Organisation Contact	

Section 2 – Project Activity and Outcomes

Project Summary

Please provide a short summary of the project supported by the grant (100-200 words)

What we said we would do

Refer to the aims and objectives, activity and outputs identified in your grant application in Section 2: Project Details and Section 4: Measure of Success including a list of the activities and the location of the activities

What we actually did

Outline the project activity you achieved using both facts and figures and narrative to illustrate what you did. Please include the total number of people reached by the activity. This may be physically or digitally depending on the nature of the project. If you were able to collect demographic information i.e. gender, age, please provide it.

Refer also to your grant application in Section 2: Project Details and Section 4: Measure of Success.

The Impact on our Community

Please outline the difference/benefit this project has made to people benefitting from and/or involved in your project and any anticipated longer-term impact (if applicable). What are the headline achievements?

Refer to your grant application in Section 2: Project Details and Section 4: Measure of Success, and include any supporting evidence of success e.g. video /images; quotes or case studies from users / participants.

Please indicate if these materials may be used publicly by Postcode Ukraine on our website or social media as examples of the support we are providing. If photographs and video, please indicate if consent has been given for publication.

Challenges, Changes, Lessons Learned

To help us learn from your experience please tell us about any challenges or problems you encountered that affected progress or stopped some outcomes being achieved. How did you respond? Were there any unexpected outcomes, positive or negative? What would you do differently in the future?

Other Comments / Feedback *We would be pleased to receive your comments or other feedback on your experience of this grant scheme*

Section 3: Signature and Checklist

Statement to be signed by an authorised person within your organisation:

To the best of my knowledge the information given on this form is correct and gives a true and accurate account of the organisation's work, finances and needs.

Your Name (in block Caps)	
Address *(if different from Section 1 above***)**	
Position held in the charity:	
Signature:	

Date:	

Make sure that:

You have answered all the questions on the End of Grant Report form	
The Form is signed by an authorised person from your charity	
You have included a completed Budget Report	

Please return this End of Grant Report Form to:

Yuliia Kuznetsova (Kyiv)
Charity Liaison Manager
yuliia@postcodeukraine.com