**GRID Civic Grant Fund / Micro Grant Fund**

 **End of Project Report**

Thank you for filling out your End of Project Report.

This report must be submitted to the University of Glasgow, within one month of your project ending. Failure to meet this deadline may jeopardise your chances of receiving future funding from the Civic Grant Fund. Some of the information in this form may be used in public communications about the GRID Civic Grant Fund; more information is provided in individual questions.

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| **ABOUT YOUR ORGANISATION** |
| **1** | Your full name:  |  |
| **2** | Name of organisation:Address:  |  |
|  | Postcode:  |  |
| **ABOUT YOUR PROJECT** |
| **3** | Name of the project  |  |
| **4** | What was the start and end date of your project? |  |
| **5** | How many people benefitted from your project? (Let us know if this is an estimate) |  |
| **6** | Which groups benefited from your project?*Please detail which groups were amongst your participants, where you have been able to determine this.* *Please detail any participants with protected characteristics or disadvantage/vulnerable groups.* *Note:* [*Click here for more information*](https://www.gla.ac.uk/myglasgow/equalitydiversity/equalityact/) on the 9 protected characteristics under the Equality Act 2010 |  |
| **7** | How did your participants benefit from your project? |  |
| **8** | List the items you spent the project funding on and how much each item cost.  |  |
| **9** | How much did you spend in total, including any matched funding (where applicable)? |  |
| **10** | Do you plan to keep the project going? | Please tell us more: |
| **11** | Do you have photos videos or other visual materials from your project you can share with us? | [ ]  Yes [ ]  No [ ]  Not ApplicableIf yes, have you emailed these to glasgow-riverside-innovation-district@glasgow.ac.uk?[ ]  Yes [ ]  No  |
| **12** | Please confirm you have permission from those in the content you have shared with us to use their image for promotional materials? *Note: We may use these assets in public communications we undertake relating to the University's community engagement work.* | [ ]  Yes [ ]  No [ ]  Not Applicable  |
| **13** | Is there is any additional online material about your project? | If yes, provide the web links here: |
| **14** | Including and beyond this project are there any other ways you would like to work with the University in future? | Please tell us more: |
| **15** | How did you find the GRID Civic Grant Fund application process?What went well, what could be improved? | Please tell us more: |
| **16** | **Agreement:**  I confirm that the information given is true and correct.I enclose the following supporting documents (e.g. budget spreadsheet in Excel or another application, photos of project).XXXSignature ……………………………………………… Date ………………………………You may be contacted once your project report has been received if additional information is required.  |
| **17** | **Please send completed the End of Project Form with any supporting documentation to:** glasgow-riverside-innovation-district@glasgow.ac.uk within 1 month of your project ending.You can also post your form to: GRID Civic Fund, Room 243 Cloisters, University of Glasgow, University Avenue, G12 8QQ. |

Thank you for completing this form and for your involvement in the GRID Civic Grant Fund.

**Should you have any queries or require further information, please contact** **glasgow-riverside-innovation-district@glasgow.ac.uk** **or call our Community Project Officer on 07970 400571 who will be happy to call you back.**