**School Holiday Activity Fund Reporting Form**

**Reporting Form for School Holiday Activity Fund. Please use appendices as necessary.**

**Your contract with the Charity requires you to submit a report on the expenditure of your grant.**

**Complete all pages of this form and email to** [**info@jlc.london**](mailto:info@jlc.london) **or return it to:**

***The Grants Office, Griffin Lodge, 45a Cadogan Gardens, London SW3 2TB***

**ORGANISATION DETAILS**

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| --- | --- |
| **NAME OF ORGANISATION:** |  |
| **CHARITY REGISTRATION NUMBER:** |  |
| **ORGANISATION ADDRESS:** |  |
| **POSTCODE:** |  |

**ADDRESSEE DETAILS**

|  |  |
| --- | --- |
| **ADDRESSEE NAME:** |  |
| **JOB TITLE:** |  |
| **TELEPHONE NUMBER:** |  |
| **EMAIL ADDRESS:** |  |

**WHAT SCHOOL HOLIDAY ACTIVITY DID YOU PROVIDE?**

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**OVER WHAT PERIOD DID THE ACTIVITY RUN?**

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**PLEASE PROVIDE ANALYSIS OF USERS; HOW MANY CHILDREN AND YOUNG PEOPLE TOOK PART IN THE ACTIVITY, AGES, ETHNICITY ETC. PROVIDE A DETAILED BREAKDOWN**

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**HOW DID THEY BENEFIT?**

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**WHAT WERE THE SUCCESSES OF THE ACTIVITY AND WHAT MIGHT YOU HAVE DONE DIFFERENTLY? (USE APPENDICES IF NECESSARY OR COLLATE FEEDBACK)**

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**HOW MUCH DID THE ACTIVITY COST?**

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**PROVIDE DETAILS ON HOW THIS GRANT WAS EXPENDED BY SHOWING YOUR FINAL BUDGET AND PROVIDE RELEVANT EVIDENCE, DOCUMENTATION AND RECEIPTS FOR MAJOR EXPENDITURE (EG EQUIPMENT OR SESSIONAL STAFF INVOICES)**

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