**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** **or return it to:**

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

**ORGANISATION DETAILS**

|  |  |
| --- | --- |
| **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?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**HOW DID THEY BENEFIT?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**HOW MUCH DID THE ACTIVITY COST?**

|  |
| --- |
| £ |

**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)**

|  |
| --- |
|  |