Final report

Thank you for all your work on this project. This report helps us learn what our funding achieved, and to report back to the partners who made it possible. Please be honest: we value hearing about what didn't go to plan as much as what did.

Please complete it by **[Final Report Due]** and submit it through the grants portal (https://philiplucastrust.org/login) or email it to grants@philiplucastrust.org.

Grant reference	[Reference]
Grant recipient	[Recipient Name]
Project	[Project Title]
Grant amount	[Grant Amount]
Grant period	[Grant Period]

Report completed by (name and position)

Date

1. What you achieved

In a few paragraphs, tell us what the project set out to do, what you did, and what changed as a result.

2. Outcomes

What you planned to achieve	What actually happened	How you know (evidence)

3. People who benefited

How many people benefited?

Who were they?

4. Challenges and changes

Did anything not go to plan? What did you change, and what did you learn?

5. What happens next

Will the work continue? How will it be funded?

6. A story we can share (optional)

Tell us about one person or moment that shows the difference the project made. Please only share stories, names and photos that you have permission to share.

7. Budget and actual spending

Budget item	Budget	Actual spent	Difference	Notes

Total				

Total grant received

Unspent funds, if any

If any of the grant is unspent, please contact us. Unless we agree otherwise, it should be returned within 30 days of the end of the grant period.

8. Declaration

☐ I confirm that this report is a true record, and that the grant was used for the purposes agreed with the Trust.

Name

Position

Signature

Date