**Edinburgh Local Community Grant Scheme**

**Final Report by Funding Recipient**

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

Please return this form by email to local@ed.ac.uk

Please read our [‘reporting for grant holders’](https://www.ed.ac.uk/local/community-grants/reporting-for-grant-holders)  webpages before completing the form

## Basic information about your project

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| **Name and address of organisation**  |
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| **Name of funded project** |
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| **Details of person(s) completing this report** |
| Full name(s) |  |
| Job title or role in your organisation |  |
| Email address |  |

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| **Did your project meet the aims set out in your original application?** If not, why do you think this was? *(Max. 400 words)* |
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## The positive impact of your project

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| * How many beneficiaries and/or participants did your project have? If you do not have exact numbers, please provide approximate numbers and indicate that these estimated figures only.
* If there is any important context we should know, such as some groups of participants/beneficiaries being more actively involved with your project than others, please provide this information.
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| **Would any of your project’s beneficiaries/participants describe themselves as having one or more protected characteristics that might make them more likely to experience discrimination? Do any of your project’s beneficiaries/participants belong to otherwise marginalised groups?** If so, please provide information, including any relevant numbers.* Protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs, sex, sexual orientation.
* Please **do not** provide information which could identify individuals.
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| **Please describe, in general terms, who benefitted from your project and how they benefitted.** * Please be sure to include unexpected positive benefits, as well as any foreseen in your original application.
* We may use some of this content in our public communications (e.g. on our website and social media), so please do not provide information which could identify individuals unless you know they are happy for you to do so. Please also ensure that whatever your write, you’re happy for us to use in this way.

 (*Max. 400 words*) |
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| **Do you have stories and/or quotations that show how specific individuals have benefitted from your project?** If so, please share them with us. * Please do not share information which could identify individuals unless you know they are okay with this.
* Please indicate whether we can share these stories and quotations publicly (e.g. on our website and social media).
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| **Please tell us if and how you plan to sustain the benefits created by your project.** *(Max. 100 words)* |
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| **Did you end up working with any University of Edinburgh staff and/or students in order to deliver your project?** If so:* Please provide information about whom (unless privacy rules prohibit this) and how they were involved.
* Let us know how you made contact with them.
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| Please provide a breakdown of how you spent the budget (please give as much detail as possible). **Please include copies of receipts or other evidence of expenditure**  |
| **Description** | **Cost** |
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| **TOTAL BUDGET SPENT** | **£** |

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| **Please tell us what further contact with the University, if any, could be beneficial to your organisation or project** e.g. being added to our list of organisations looking for staff/student volunteers.  *(Max. 200 words)* |
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| **Please provide links to any online materials your project has produced (e.g. blog posts and webpages).** Please supply photographs or videos by email to: local@ed.ac.uk *When supplying images or videos where individuals could be identified, please advise whether or not you have some form of written consent from the individual(s) that could be relied on by the University in order to use these images or videos in public communications. If there is a photographer/videographer the University should credit for any media shared publicly, please give their name(s) here.* |
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| **Please provide us with feedback on your experience of being a University of Edinburgh community grantee.** This could include, for example:* How did you find the application process and completing this final report?
* Did you find it easy to keep in touch with us about your project?
* Did we provide you with any help requested (e.g. links to University staff and students)?
* Have you been in touch with other community grantees?
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**END OF THIS FORM**