

Laywell Matthey Trust

helping the elderly and disabled in the community

END OF GRANT REPORT FORM

Part of the Grant Conditions is that all grant holders are required to submit a report after 12 months as to the use of the funds given.

If you have any general questions or comments about the completion of this form, please contact us via the contact form on our website.

This form is available to download from our website www.laywellmattheytrust.co.uk. On the grants page.

Please ensure that other than contact details for your organisation, your end of grant form is anonymised, i.e. no personal information is provided by way of example.

Contact details :

Name of Organisation	
Contact Name	
Email or telephone number	

Overview

Date Funding was received	
Amount of Funding Received	
Reason for Grant	

What was the overall aim of the work supported by the grant? (No more than 100 words)

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Results/Outcomes

How many persons either elderly or disabled have been assisted by this grant,

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In what way has this helped people and what effect has this had since on their lives
(No more than 250 words)

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Are there ways in which you achieved more than you intended with the funds?
Are there any ways in which you achieved less than you intended with the funds?
(No more than 150 words)

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Any further information you may wish to include
(No more than 100 words)

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To comply with Charity Commission guidance regarding audit trails, we would be grateful if you could arrange for 2 trustees to confirm to us in the report that the funds which we have advanced have been expended on the purpose stipulated in this letter.

Trustee Signature	Trustee Signature
Print Name :	Print Name :

Dated :

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The form should be returned by post or preferably by email to :