



HALESWORTH TOWN COUNCIL

Halesworth Town Council's End-of-Project Reporting Form

Organisation		Contact name	
Contact e-mail address		Contact phone number	
Date awarded grant		Grant amount	
Date by which form must be returned		Date form returned (for office use only)	

Please complete the following table to show how the full grant has been spent

Item	Cost	Date purchased	Receipt attached (Please tick)

Briefly describe how the grant has benefitted your organisation:

The Council would welcome digital photographs of the item/activity funded by the grant, for use on the website and other media outlets.

Please complete this form and return it to the Clerk, Halesworth Town Council, Waveney Local Office, London Road, Halesworth, Suffolk, IP19 8LW or by email clerk@halesworthtowncouncil.org.uk **with copies of receipts attached**, by no later than 12 months after receiving the grant and before any future applications for grant funding can be considered. Organisations that do not return the form and submit proof of purchases may not be considered for future applications, as noted in the Grant Policy document provided. The Council reserves the right to request the repayment of the grant if this information is not provided, or the repayment of any balance remaining, if the full amount has not been spent.¹