

**MSCT END OF PROJECT REPORT FORM**

**This form must be emailed to:** **info@millenniumstadiumtrust.org.uk****.**

**Trustees are requesting photographic evidences of all projects supported.**

# Section One – Applicant Details

Q1 Project Type

What category did your project fall into.

|  |  |
| --- | --- |
| [ ]  | Sport |
| [ ]  | Arts |
| [ ]  | Community |
| [ ]  | Environment |

Q2 Application Category

Please select the category of grant you applied for.

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| --- | --- |
|  | Regional max: £7,500 Local max: £2,500 |

Q3 Name of Organisation

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Note: This should be the name of the organisation the cheque was written to.

Q4 Name of Application Co-ordinator

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Note: this is the name of the person the Trust has had correspondence with.

Q5 Address

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Applicant’s Name: |       |
| Address: |       |
| Address: |       |
| Address: |       |
| Address: |       |
| Postcode: |       |
| Telephone: |       |
| Mobile: |       |
| Email Address: |       |
| Web Address: |       |

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Note: This is the address to which all correspondence has been sent .

Q6 Local Authority Area:

|  |  |  |
| --- | --- | --- |
| [x]  All Wales | [ ]  Conwy | [ ]  Pembrokeshire |
| [ ]  Anglesey | [ ]  Denbighshire | [ ]  Powys |
| [ ]  Blaenau Gwent | [ ]  Flintshire | [ ]  Rhondda Cynon Taff |
| [ ]  Bridgend | [ ]  Gwynedd | [ ]  Swansea |
| [ ]  Caerphilly | [ ]  Merthyr Tydfil | [ ]  Torfaen |
| [ ]  Cardiff | [ ]  Monmouthshire | [ ]  Vale of Glamorgan |
| [ ]  Carmarthenshire | [ ]  Neath Port Talbot | [ ]  Wrexham |
| [ ]  Ceredigion | [ ]  Newport |  |

Note: Please give your local authority area. If your project is in more than one area, please select all local authorities your project was being delivered in.

Q7 Name of the Project

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Note: This is the Title you gave your project.

# Section Two – Financial Consideration

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| Q8 How much Did you request from the Trust? | £       |
| Q9 How much did you spend? | £       |

Q10 If the amount you spent is less than the grant please return the balance in a cheque to The Millennium Stadium Charitable Trust.

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**Q11 Please list the items you spent the Trusts funds on**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Item | Amount Required |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
|       | £       |
| Total | £ 0.00 |

*Note: Q11 total should match the figure in Q8* |

Q12 If the project is to continue please list below any sources of funding you have secured for the future.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- | --- | --- |
| Funder | Amount  | Grant Awarded?/ Date Decision Due |
|       | £       |       |
|       | £       |       |
|       | £       |       |
|       | £       |       |
|       | £       |       |

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Q13 How many people will benefit from this project?

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*Note: Please give a number e.g 10 and do not write “ten”.*

# Section Three – Description of Organisation and Project

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| Q14 Start Date |  | Q15 Finish Date |
|      |  |       |
| What was the start date of this project? Please write date format as dd/mm/yy |  | What was the date that your project will end? Please write date format as dd/mm/yy |

Q16 What was the grant used for ?

Please provide details of the project the grant funded.

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Q17 Please detail how the aims of the project have been achieved (Please advise if there were any changes to the original aims of the project)

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Q18 Has there been any press coverage for the project ? Please provide details.

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Note: You should consider how this project would help overcome any problems that your organisation has identified.

Q19 If the project is not to continue please provide details of why.

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Q20 It is mandatory to supply imagery you have either as photography or as video footage. Please send these electronically or on a memory stick.

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Note: You should include details of policies,who is going to manage the project and what consideration will be given to the safety of participants and the protection of children or younger people.

Q21 Please provide any other information you think will be relevant.

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Q22 Please advise of how you found dealing with the Trust in terms of ease of gaining information, application process and communication. Please provide any comment you think the Trust needs to be aware of.

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# Section Four – Authorisation

The Trust requires all end of project forms to be signed by one representatives of the organisation.

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| I the undersigned confirm that all information in this end of project report is correct.**IMPORTANT: Any misleading information could lead to prosecution.**

|  |  |
| --- | --- |
| Name: |       |
| Position in Organisation: |       |
| Address: |       |
| Telephone Number: |       |
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| Please return to the Trust Administrators Email: info@millenniumstadiumtrust.org.ukThe Millennium Stadium Charitable Trustc/o FoxSE ConsultancySuite One, 4 Bessemer Road, Cardiff. CF11 8BAwww.millenniumstadiumtrust.org.uk |