



The
GOLDSMITHS'
Company Charity

**Goldsmiths' Hall, Foster Lane, London, EC2V 6BN
Tel: 020 7606 7010**

The Goldsmiths' Company Charity requires all recipients of a grant to complete this report. Once completed please return this form via the email address below. Please do not expand the form beyond 3 pages and please keep font size to 11 and above. If you wish to send additional documents such as a recent impact report please do so.

Please send your completed report form by email to:

francesca.casey@thegoldsmiths.co.uk (small grants) or

ciorsdan.brown@thegoldsmiths.co.uk (large grants)

Name of Charity:

Contact Name & Position in Organisation:	Contact Details:
	Address: Email: Telephone:

Amount Awarded:	Date Awarded:

Project Title:

1. Please confirm how the grant was used. If any part of the grant has not been spent please explain why and when it is expected to be used.

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2a) *One-off Grant Only* If the project has been completed, please tell us whether it met the aims as stated in the original appeal and how the costs compared to the original budgets. If the project has not been completed please provide any additional information not included in your answer to question 1. If the grant was for core costs please detail the reasons you requested core costs and how they contributed to the organisation's stability/sustainability/growth.

2b) *Instalment Grants Only* Please tell us at what stage your project is, whether it is on time or whether there were any delays and the effect of these on the project. Likewise, if the grant is for core costs please give details on the progression of the organisation overall. If progression has not been satisfactory please acknowledge why this may be.

3. To enable us to advise similar applicants in the future, please could you tell us what lessons have been learnt over the course of the year, either with the particular project specified here or the organisation overall - both problems and successes.

4. Financial position

Annual Report and Accounts for Year Ending: e.g. 31 March 2018

Income: £

Expenditure: £

Free reserves: £

5. Please tell us if there have been any significant changes to the financial position of your organisation, the structure of your Senior Management Team, trustees or other matters affecting your organisation since the grant was awarded.

5. We would appreciate your comments on the application process, accessibility to information and your dealings with The Goldsmiths' Company Charity staff.

6. Further comments.

I certify that, to the best of my knowledge, all the information provided in this monitoring report is correct.

Name.....

Date.....

6. To be completed by The Goldsmiths' Company Charity staff

Staff assessment

Name:

Position:

Comments: