



Unity Theatre Trust

GRANT REPORT FORM INFORMATION REQUIRED TO COMPLETE THE FORM

Overview

A condition of your grant award is that you complete a project report setting out the success, or otherwise, of the project.

Your report is necessary for the Trust to understand the impact of awards made and to justify the award in dealings with the Charity Commission.

Please look again at the **GUIDANCE NOTES AND CONDITIONS OF GRANT** that you were directed to when applying for your grant.

Please make sure you file your report as soon as possible after the completion of the project we have funded.

Before starting to fill in the form:

- Do not use a VPN and make sure you are not behind a firewall
- Do not use IP masking or a Private Relay
- Make sure cookies and pop-ups are enabled and not blocked
- If you plan to cut and paste to the form, use PLAIN TEXT. Do not use normal Word documents, Excel, or an online document app (e.g. Google)
- You cannot save the form and must complete it in one session



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Filling in the form:

The form has the following sections that you need to complete:

Name of Applicant or Organisation

- Enter the name of the applicant or organisation.

Name of Project

- Enter the name of the project.

Date of Award

- Select the date of the Trustee meeting that resulted in your award using the date picker that appears. This should be in the notification you received after the Trustee meeting.

Amount of Award

- Enter the amount of award you were given. The box will automatically add the £ symbol.

Start Date of Project

- Select the start date of the project using the date picker that appears.

End date of Project

- Select the end date of the project using the date picker that appears.

Summarise the success of your project including the public benefit it delivered

- Tell us about the success of your project and highlight the public benefit that was delivered by it (max around 100 words).

Where and how was your project performed or delivered?

- Let us know where your project was delivered and what format it took (max around 100 words).

How did your project contribute to the objectives of the trust?

- Explain how your project contributed to the objectives of the Trust (max around 100 words).



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How did you incorporate the Unity theatre Trust logo in your materials?

- Confirm how you used the Unity Theatre Trust logo (max around 100 words).
- You can link to or upload examples later in this form.

Link to online information or media for the project

- If you have online information (e.g. a website) or downloadable media files for the project you can enter the URL here.

Upload supporting images or files

- You can upload images and/or other files that support your report (e.g. an example of how you used the logo).
- If you have more than one file to upload you need to select them together at the same time.
- The subtext to the box will show the files you have selected.

Your First Name

- Enter your first name.

Your Last Name

- Enter your last name.

Your email address

- Enter your email address.

Agree to the processing and use of this report and data by the Trust

- You must agree by ticking the box.

Submit Report

- Click the button to submit your report.
- You will see a confirmation message if successful.
- If there are areas that need attention in your form you will see information about these.
- You will receive a copy of your report via email.