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**EXTERNAL GRANT**

**OUTCOMES REPORT**

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| **Name of Organisation:** |  |
| **Reporting Period:** |  |

In order to measure the outcomes resulting from the grants that ABF The Soldiers’ Charity award, we ask that all organisations who have been awarded a grant to provide an Outcomes Report every six months. This is to illustrate the impact that the funding has made to your organisation and the individuals that you support.

The information you provide should relate to the project outputs, outcomes and activities that were set out in your original application. Please complete the attached form as appropriate and attach to the report any relevant additional paperwork as deemed necessary to support your report.

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| **Grant Details** | |
| Name of Project or Service that the grant supports. |  |
| **Principal Contact** | |
| Name |  |
| Telephone No: |  |
| Email: |  |
| **Project Duration: (if applicable)** | |
| Start date: |  |
| Estimated completion date: |  |
| **Reporting period** | |
| From: |  |
| To: |  |
| **Total Amount Awarded** | |
| Period for which grant has been awarded: |  |
| Total Amount Awarded |  |
| **Charity/Organisation Update** |  |
| Please provide any important information on your organisation which our charity should be aware off, for example:  Change in CE.  Status of organisation.  Major grants received from elsewhere. |  |

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| **Project Outputs and Outcomes** |
| 1. Did you spend the Grant as specified in your application and to budget? If not, please give details of why not and how you have spent the Grant. |
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| 1. Please briefly describe the main activities undertaken to implement the project or service. |
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| 1. Please set out the planned outcomes for the project or service as outlined in your application. Have these have been achieved and if so in what way? If not, state reasons for any significant variation from the project or service plan and the action being taken or required: |
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| 1. Please describe how you measured the difference that you made to beneficiaries’ lives? |
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| **Beneficiaries** |
| 1. How many beneficiaries in total have directly benefited from the Project? |
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| 1. How many beneficiaries have indirectly benefited from the Project from the Army family? This can include both the serving and veteran’s community. |
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| 1. Please give details of a case study that highlights the outcomes you have achieved which could also be used by our Charity. |
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| **Recognition** |
| 1. How have you made beneficiaries aware of ABF The Soldiers’ Charity funding? |
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| 1. How have you acknowledged the support of ABF The Soldiers’ Charity? |
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**Declaration**

The information provided on this form, and the attached supporting documents, are a true and accurate report of the Project activities and use of the funds provided to by ABF The Soldiers’ Charity.

Signed……………. Date …………………

Position ……………………..

Organisation…………………