|  |  |
| --- | --- |
| **GREENCOAT-LOGO-VERSIONS-2018_RGB_SLIEVE DIVENA** |  |

**Claim Form & End of Project Report Form**

Now that your project has finished, we would ask you to complete the following ***Claim Form &* *End of Project Report*** form and **return it by the 30th of November 2024**. The information you provide will be used as part of the overall evaluation of the Slieve Divena Community Fund and will help Omagh Forum and Greencoat to provide project-based evidence to inform future funding policy.

**About completing this Form:**

* This report is your opportunity to tell us about your work. Please submit information on your project, the beneficiaries, publicity and other documentation as relevant, that demonstrates how you used the award to deliver the project.
* There are 5 pages to this report which should be completed to claim the funding. Failure to provide an End of Project Report and / or failure to demonstrate satisfactory completion of the project may result in non-payment of Grant Aid.
* Please complete all sections of the form as fully as possible.
* The final section (Section 4) must be signed by an office-bearer within your organisation.
* **Please also complete the BACS form and Return**
* We are keen to receive photographs/ images of your project for monitoring purposes. Please supply some that reflect what the project has done.
* **If you need help with completing this form, please contact Omagh Forum for Rural Associations on 028 82251559 for advice.**

1. **YOUR INFORMATION / PROJECT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation:** |  | | | SD – 24 |
| **Project Title:** |  | | | |
| **Project Location:** |  | | | |
| **Project Start Date:** |  | **Project End Date:** |  | |

**YOUR INFORMATION / PROJECT INFORMATION - Continued**

Please provide a brief description of your project. Please provide details of the main benefits / impacts that this project has achieved.

|  |  |
| --- | --- |
| **How many people have benefited from your project?** |  |

|  |  |
| --- | --- |
| **Which theme did your project principally focus on?** | **√** |
| Energy Efficiency and Sustainability |  |
| Environment |  |
| Health, Safety & Well Being |  |
| Recreation/Sport |  |
| Educational and Skills |  |
| Culture and Heritage |  |
| Other (please specify) |  |

Please tick only one box

|  |  |  |
| --- | --- | --- |
| **Did you deliver the project as originally envisaged?** | YES\* | NO\* |

\*Delete as appropriate

If **No,** please explain what changed.

**2. PROJECT FUNDING AND ACTUAL EXPENDITURE**

**Please give detail of project expenditure and submit invoices along with this form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMS** | **Estimated Cost**  **£** | **Grant Awarded**  **£** | **Actual Cost**  **£** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

Please also confirm the match funding (if applicable) used for your project in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funding** | **Name of Funder** | **Amount Requested £** | **Actual Amount Awarded £** |
| Slieve Divena Community Fund 2024 | Greencoat |  |  |
| Own resources |  |  |  |
|  |  |  |  |
| **Total Cost of Project** | | **£** |  |

Please provide an explanation for any variance encountered. Continue on a separate page if necessary.

**3. GENERAL FEEDBACK**

Please tell us honestly about your experience of the Slieve Divena Community Fund.

|  |  |  |
| --- | --- | --- |
| **Was the application form easy to complete and did you find the support from Omagh Forum helpful in delivering your project?** | **YES\*** | **NO\*** |
| If you answered ‘no’, please explain why. | | |

\*Delete as appropriate

**4. Completed By:**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name (Block Capitals):** |  |
| **Position in the organisation:** |  |
| **Date:** |  |

**This report must be signed by an office-bearer within your organisation.**

**Thank you for taking the time to complete this report. Your responses are important to us and will help to inform future funding policy.**

**We are keen to collate a photographic library of Slieve Divena Community Fund projects and would appreciate if you would provide photos of events/activities, equipment and any capital works undertaken as part of your project.**

THIS FORM **MUST** BE COMPLETED AND RETURNED WITH YOUR INVOICES

AND BANK STATEMENTS

**Failure to provide an End of Project Report and / or failure to demonstrate satisfactory completion of the project may result in non-payment of Grant Aid.**

**BACS FORM**

Organisation Name and Address

E-mail address: (of Organisation Contact Person)

|  |  |
| --- | --- |
|  |  |

Bank/Building Society Name:

Account Name:

Bank/Building Society Sort code:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Bank/Building Society Account Number:

***Please return your completed form by 30 November 2024, email: grants@omaghforum.org***

Omagh Forum for Rural Associations

Omagh Community House

2 Drumragh Avenue

Omagh

BT78 1DP