The Clerk of the Red Hill Trustees

3 Thurnham Oast

Aldington Lane

Thurnham

Kent

ME14 3LL

Email: clerk@redhilltrust.org

**RED HILL TRUST.**

We hope that you have had a successful year making use of our grant. This form should help you to complete the report which lets us know how well you have got on and what difference our money has made to you. If the exact format of the report form doesn’t match what you want to say, please expand the headings as necessary.

**REPORT**

**Note that reports should be sent to the Clerk to arrive by 1st February for grants made in the previous March, and by 1st September for grants made in the previous October. An e-mail return is much preferred, as it can be circulated easily to all Trustees, but please reduce the size of picture files to a maximum of 640 x 640 pixels, or smaller if there are several pictures (most camera downloading software will have an option to do this).**

**CONTACT DETAILS**

**ORGANISATION >>> DATE >>>**

**RED HILL TRUST GRANT NO. (This was on the original paperwork) >>>**

**CONTACT NAME(S) >>> PHONE NO >>>**

**E-MAIL ADDRESS (and website if any) >>>**

**DESCRIPTIVE SECTION**

**DO YOU REGARD THE PROJECT AS A SUCCESS? (YES/NO, and any comment)**

**[start here and use more space as required] >>>**

**PLEASE REFER TO THE DESIRED OUTCOME AND CRITERIA FOR ITS MEASUREMENT AS LISTED IN YOUR ORIGINAL APPLICATION, AND EXPLAIN HOW FAR THESE WERE MET [start here and use more space as required] >>>**

**THE TRUSTEES VALUE A GENERAL DESCRIPTION IN THE REPORT SO THAT THEY HAVE A REAL VIEW HOW THE MONEY HAS MADE A DIFFERENCE. Please type comments here giving more background. Material produced by students is also welcome. [start here and use more space as required] >>>**

**PLEASE ATTACH ANY ILLUSTRATIVE PHOTOGRAPHS OR MATERIAL FROM STUDENTS. If these are original works or if the photos cannot be reduced to, say, a maximum of 640 x 640 pixels, please list here but then send separately by post to the Clerk.**

**[start here and use more space as required] >>>**

**FINANCIAL SECTION**

**TOTAL AMOUNT OF RED HILL TRUST GRANT £ >>>**

**If the total spent on the project is different from the above by more than the odd £ please either account for and explain the use of any underspend, or list other contributors and sums contributed. In the latter case, state the % contribution made by the Red Hill Trust.**

**Either**

**UNDERSPEND AMOUNT £ >>> USED FOR >>>**

**Or**

**OTHER CONTRIBUTOR(S) AMOUNT(S)**

 **>>> £ >>>**

**RED HILL TRUST CONTRIBUTION AS % >>>**

**Please list items on which the grant was expended, with amounts (expand as necessary; several small items may be grouped under one heading e.g. ‘Books’)**

**ITEM AMOUNT**

 **>>> £ >>>**

 **>>> £ >>>**

**etc.**

**In addition, invoices for single items over £500 should either be digitally copied and attached, or sent by post to the Clerk.**

**ARE THERE ANY ITEMS OVER £500 (Yes/No) >>>**

**IF SO, IS INVOICE ATTACHED OR SENT SEPARATELY? (Attached/Sent) >>>**

**I CERTIFY THAT THE GRANT HAS BEEN SPENT ON THE ABOVE ITEMS AND IN ACCORDANCE WITH THE TERMS OF THE GRANT (Please type name and position held, or use digitised signature)**

**>>>**