



# JOHN LYON'S CHARITY

TRUSTEE: THE GOVERNORS OF HARROW SCHOOL

*Established 1572*

## Ongoing Grants

Your contract with the Charity requires you to submit a report on the expenditure of each tranche of grant. Release of further instalments of grant is dependent on the submission and content of your report and the specific approval of the Trustee.

Your report does not need to be long and can be in any format you choose. There is no standard form to be completed. Your report can be emailed to us if you wish.

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Your report should represent your formal request for a further tranche of grant. It should contain:

- confirmation that you are ready to receive further monies
- evidence that there remains a demand and/or need for your project/service

You should tell us what the Charity's funding enabled you to do. Include:

- how the Charity's grant was expended, including relevant documentation, receipts etc.
- let us know whether the project met your expectations? If so, how?
- let us know what were the particular successes and/or problems you encountered?
- provide a statistical analysis of users – average numbers attending, their ages, ethnicity etc.
- outcomes for the participants

You should also include:

- your latest signed and audited accounts, or confirm when they will be available to us
- budgets for both your organisation and for your project for the financial year(s) during which the Charity's grant will be expended