

**Please complete all sections of this form ensuring that each answer is no more than 150 words.**

In your application you told us what you expected the three key achievements of your grant to be and the income you expected to obtain from other sources each year. The progress towards those results should form the basis for your annual report to us.

Feel free to add evidence to demonstrate how the delivery of our grant has progressed e.g. statistics, opinions of beneficiaries, case studies, independent feedback, press coverage or reviews. Include whatever evidence you have that you feel may help tell the story of the year. If target numbers were included in your expected key achievements, please add number achieved in the last year.

We understand that goals change and need to be refined and you may find better ways to secure positive outcomes. As well as the expected results we are also interested in hearing about the unexpected and finding out about why things may not have worked as well as you planned.

<b>Organisation name</b>	
<b>Grant start date</b>	<b>Grant reference (see grant letter)</b>
<b>Reporting period start date</b>	<b>Reporting period end date</b>

<b>1. Progress made towards the first expected key achievement?</b>			
<b>Measures for this achievement</b>		<b>Target date</b>	<b>Progress towards these measures</b>
1a.			
1b.			
1c.			
1d.			
<b>2. Progress made towards the second expected key achievement?</b>			
<b>Measures for this achievement</b>		<b>Target date</b>	<b>Progress towards these measures</b>
2a			
2b			
<b>3. Progress made towards the third expected key achievement?</b>			
<b>Measures for this achievement</b>		<b>Target date</b>	<b>Progress towards these measures</b>

4. Optional – please detail progress towards the additional expected achievements you told us about.				
Progress towards these:				
5. If the success of your strategic plan submitted during the application process is dependent on your organisation obtaining income in addition to the Triangle Trust grant from other sources during the grant period, please summarise total additional income you expect to achieve each year.				
This can be presented as a total figure for each grant year or as a total figure for each financial year that covers the grant period – whichever works best for you. The total figure should include all income sources eg. Trading, contract, grant etc.				
	Start date of year	Total additional income		
		Expected at start of grant	Reforecast	Received to date
Year 1				
Year 2				
Year 3				
Year 4 (if required)				
Please explain how these figures relate to the budget submitted for the grant and any assumptions made. <b>Please answer in no more than 150 words.</b>				
6. Has any aspect of the grant delivery not progressed as expected and have any subsequent changes been made? <b>Please answer in no more than 150 words.</b>				
7. Do the expected results of the grant remain the same or have they changed? If they have changed, tell us why and detail what you now feel is achievable. <b>Please answer in no more than 150 words.</b>				
8. Is there anything you have not included elsewhere in the report that you feel we should know? E.g. you might have some wider reflections about the impact of the grant overall both within your organisation and beyond. <b>Please answer in no more than 150 words.</b>				

**9. Please email us a copy of your latest annual report and full accounts independently examined by a qualified accountant covering the last 12 months (if you have not already sent them).**

**Date Completed**

Please return this completed form by email to [info@triangletrust.org.uk](mailto:info@triangletrust.org.uk)