

End of Project Report- Business Sustainability Challenge

When your project ends you need to complete this End of Project Report. This report will need to be submitted in order for you to receive the final payment.

Project Title	
Lead Applicant: Company Name	
Lead Applicant: Contact Name	

Date project started	
Date project ended	
Was the project completed within the planned timeframe? (if not- why?)	
Was the project kept within the approved budget? (if not- why?)	

For the business to complete after the end of the project:

Were the objectives of the project detailed in the original application form achieved? Please provide detail	
Has your company developed a new product for market as a result of this project? Has the company generated any new Intellectual Property Rights, patents or trademarks?	
Are you interested in working with any of these Growing Kent & Medway programmes? Mentoring Accelerator Future grants Access to research facilities	<i>Please be specific about which GKM opportunities and how this will be progressed?</i>
Has your project with Growing Kent & Medway led to any collaborations with businesses, research entities, or other bodies? (if so, with whom and how will this be progressed?)	<i>Please be specific about which bodies/organisations and how this will progress.</i>

Are you planning to work with your project collaborators/subcontractors in the future?	<i>Please be specific about which collaborators/subcontractors and how this will progress?</i>
Any other comments/feedback from the business/project	
Is any of this information commercially sensitive?	<i>Yes/no</i>
Please provide a statement that we can share to promote the positive impact of GKM that resulted from your grant.	<i>Did delivery of the project meet the expectations of the business? Did you experience any added value or impact beyond the original expectations of the project? What are your next steps? Would the business recommend GKM funded opportunities to other businesses?</i>
Who should be our contact to develop a case study of this project?	<i>Please provide and name and email address Participation in a case study creation was a condition of the grant and you will have made the commitment to participate at the application stage. Case studies are important and help promote the success of the project using non-confidential information. The case studies can also serve to raise your companies exposure.</i>
Date completed	<i>Note the date this section of the report was completed</i>

Social Value reporting

As part of your application and grant acceptance terms, you committed to provide a number of days of community engagement activity. This commitment must be fulfilled before your final claim is processed for payment. Please report your activity and outcomes below:

Number of days of community engagement activity committed	<i>Please enter the number of days engagement activity that you committed to as part of your grant application</i>
Number of days/hours of community engagement activity that have taken place (1 day = 7 hours)	<i>Please enter the number of hours of engagement activity that you have delivered</i>
Number of hours of preparation or planning for the above activity	<i>Please enter the number of hours of planning of preparation that took place in order to facilitate the engagement activity that you have delivered</i>
Please summarise the nature of the activity undertaken	<i>Include location, date/times of activity, subject matter for the event or activity, number of participants, and the characteristics of the audience engaged with (e.g. professionals, politicians, members of the public, any participants attending from identified target groups including women, young people, young parents, people from Thanet, Swale, Medway or Folkestone, or from other identified communities)</i>

Please specify outcomes from this activity	<i>Summarise outcomes such as any decisions made, new collaborations established, further engagement agreed, plans made for future activity/participation, change in opinions/views/behaviours etc</i>
Provide details for at least one person who has agreed to be contacted in order to develop a case study for community engagement impact (this person will be asked to complete a survey by phone or email – this will take about 10-15 minutes)	<i>Name Email address Telephone Number Permission to contact Yes/No</i>

6-month follow-up reporting

For the business lead to complete 6 months after the end of the project

6-month follow-up due: **[insert date 6 months after project end date]**

For completion 6 months after end of project

Has your business experienced growth or increased income as a result of this project?	<i>If possible, please describe the financial growth to help us understand the value GKM has added</i>
Have you undertaken any follow-on projects since this GKM project?	<i>If so, please provide details, including details of any further work with GKM</i>
What was your turnover at the last year end?	<i>If this has changed from before the project, do you think your work with GKM has affected your turnover?</i>
How many employees does your business have (based on full time equivalents)?	<i>If this has changed from before the project, do you think your work with GKM has affected your employee number?</i>
Has your experience with GKM resulted in any benefit to you or your business?	<i>Please be specific, examples can include any funding opportunities, collaborations, social or community impact, routes to market, personal or professional development.</i>
Date completed	<i>Note the date this section of the report was completed</i>