

Project Closure Report - Business Sustainability Challenge

When your project ends you need to complete this Project Closure Report as part of your obligations as set out in the contract. This report will need to be submitted along with your claim 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?)	

Were the objectives of the project detailed in the original application form achieved? Please provide detail	<i>Please provide details of results and outcomes against each of your objectives here and append with any photographs or relevant data from your project.</i>
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<p>Has your company developed a new product for market as a result of this project?</p> <p>Has the company generated any new Intellectual Property Rights, patents or trademarks?</p>	
<p>Are you interested in working with any of these Growing Kent & Medway programmes?</p> <p>Mentoring</p> <p>Accelerator</p> <p>Future grants</p> <p>Access to research facilities</p>	<p><i>Please be specific about which GKM opportunities and how this will be progressed?</i></p>
<p>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?)</p>	<p><i>Please be specific about which bodies/organisations and how this will progress.</i></p>
<p>Are you planning to work with your project collaborators/subcontractors in the future?</p>	<p><i>Please be specific about which collaborators/subcontractors and how this will progress?</i></p>
<p>Any other comments/feedback from the business/project</p>	
<p>Is any of this information commercially sensitive?</p>	<p><i>Yes/no</i></p>
<p>Please provide a statement that we can share to promote the positive impact of GKM that resulted from your grant.</p>	<p><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></p>
<p>Social Value reporting</p> <p>As part of your application and grant acceptance terms, you committed to provide a number of days of community engagement activity. Please briefly outline your activity and outcomes</p>	<p><i>Please include:</i></p> <p><i>The number of days of community engagement activity committed to as part of your grant application.</i></p> <p><i>The number of days/hours of community engagement activity that you have delivered (1 day = 7 hours)</i></p> <p><i>The number of hours of preparation or planning to facilitate the above activity.</i></p> <p><i>A brief summary of the nature of the activity undertaken, including:</i></p> <ul style="list-style-type: none"> <i>• location & date of activity,</i> <i>• subject matter for the event or activity,</i> <i>• number of participants</i>

	<ul style="list-style-type: none"> • 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). • any time spent on your “My GKM story”. <p>Outcomes from this activity for example decisions made, new collaborations established, further engagement agreed, plans made for future activity/participation, change in opinions/views/behaviours etc</p>
Who should be our contact to develop a case study of this project?	<p>Please provide and name and email address</p> <p>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.</p> <p>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.</p>
Date completed	Note the date this section of the report was completed

<i>The following questions are to help us gather data on the impact of our funding to the businesses we support:</i>	
Do you anticipate that your business will experience 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 support is anticipated to add</i>
Do you anticipate any follow-on projects as a result of this project?	<i>If so, please provide details, including details of any further work you anticipate 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>

We would like to follow up on the impact of our funding in the future, therefore we will be back in touch in 6 months’ time to ask the questions (in the blue shaded table) again.

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