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**THE COBTREE CHARITY TRUST LIMITED**

**Registered Charity No. 208455**

**Founders**

**Sir Garrard Tyrwhitt-Drake D.L. J.P.**

**Lady Edna Tyrwhitt-Drake J.P.**

**Chairman: Sandra Knatchbull**

**The Secretary: 3 Thurnham Oast, Aldington Lane, Thurnham, ME14 3LL**

**Email:** **cobtreecharitytrust@outlook.com**

**Website: www.cobtreecharitytrust.org**

We hope that you have had a successful year making use of our grant. This form should help you to complete the report which let 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 does not match what you want to say, please expand the headings as necessary.

**REPORT**

**Note that reports should be sent to the Secretary to arrive by the 1st anniversary of the grant being made. 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**

**CONTACT NAME(S)**

**PHONE NO**

**E-MAIL ADDRESS**

**WEBSITE**

**DESCRIPTIVE SECTION**

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

**PLEASE REFER TO THE DESIRED OUTCOME AND CRITERIA FOR ITS MEASUREMENT AS LISTED IN YOUR ORIGINAL APPLICATION, AND EXPLAIN HOW FAR THESE WERE MET**

**THE TRUSTEES VALUE A GENERAL DESCRIPTION IN THE REPORT SO THAT THEY HAVE A REAL VIEW OF HOW THE MONEY HAS MADE A DIFFERENCE. Please type comments here giving more background.**

**PLEASE ATTACH ANY ILLUSTRATIVE PHOTOGRAPHS OR OTHER MATERIAL. 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 Secretary.**

**FINANCIAL SECTION**

**TOTAL AMOUNT OF THE COBTREE CHARITY TRUST LIMITED 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 Cobtree Charity Trust Limited.**

**Either**

**UNDERSPEND AMOUNT £ USED FOR**

**Or**

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

 **£**

**THE COBTREE CHARITY TRUST LIMITED CONTRIBUTION AS %**

**Please list item on which the grant was expended, with amounts (expand as necessary; several small items may be grouped under one heading)**

**ITEM AMOUNT**

**In addition, invoices for single items over £1,000 should either be digitally copied and attached, or sent by post to the Secretary.**

**ARE THERE ANY ITEMS OVER £1,000 ?**

**IF SO, IS INVOICE ATTACHED OR SENT SEPARATELY?**

**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)**