**Community Contribution Fund Final Report**

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| **Section 1: Contact Details** |
| Organisation:  |  |
| Address: |  |
| Project Name:  |  |
| Project Lead:  |  |
| Project start and end date:  |  |
| Email: |  |
| Telephone:  |  |
| **Section 2: Project Details**  |
| Which priority area does your project fall under? (Select one) | [ ]  Rough sleeping[ ]  Youth support [ ]  Social isolation and loneliness[ ]  Social inclusion  |
| Please provide a summary of your project. (Max 250 words) |  |
| Please provide a timeline of activities for the full duration of the project.  |  |
| How many people have been beneficiaries of the project?  |  |
| Describe the activities that have been delivered during the project. Please include the number of each activity delivered in your answer. (Max 200 words)  |  |
| **Section 3: Outcomes.** *Describe between 1 and 3 key outcomes the project has achieved. Outcomes are specific changes such as attitudes, skills, knowledge, behaviours and physical or mental health. An example of an outcome could be an improved sense of mental well-being.*  |
| Outcome 1 | Describe the outcome. (Max 200 words) |
| How have you measured this outcome? For example, participant feedback, questionnaires, observations.  |
| Outcome 2 | Describe the outcome. (Max 200 words) |
| How have you measured this outcome? For example, participant feedback, questionnaires, observations.  |
| Outcome 3 | Describe the outcome. (Max 200 words) |
| How have you measured this outcome? For example, participant feedback, questionnaires, observations.  |
| Please provide any relevant feedback/quotes from beneficiaries or project staff. |  |
| **Section 4: Case Study****Case studies help bring a project to life and highlight their value and impact made to individuals. Please provide a brief case study that describes how an individual has benefitted from the project, in line with the outcomes you have described.***Note that we may use case studies in communications and online, please state if you do not wish for your case study to be included. Please do not provide information that may identify an individual.* (Max 250 words) |
| Case Study |  |
| **Section 5: Lessons learnt**  |
| What have been the lesson learnt undertaking this project? (Max 200 words) |  |
| If you were to deliver a similar project, what would you do differently? (Max 200 words) |  |
| How will the impact of the project be sustained going forward to ensure that the outcomes are long lasting? (Max 100 words) |  |
| Please share any feedback you may have for future Community Contribution Fund funding rounds. This may be related to any stage of the funding process, from the application to submitting final reports.  |  |
| **Section 6: Participant Demographics***Enter in brackets the total number of participants for each demographic below.* |
| Age group | Under 5 […]5-10 years [ ]11-18 years [ ]19-30 [ ]31-50 [ ]Over 50 [ ]Over 70 [ ]Unknown [ ] |
| Gender | Male [ ]Female [ ]Non-binary [ ]Prefer not to say [ ]Unknown [ ] |
| Ethnic group | **White**English/Welsh/Scottish/Northern Irish/British [ ]Irish [ ]Gypsy or Irish Traveller [ ]Any other White background [ ]**Mixed/Multiple ethnic groups**White and Black Caribbean [ ]White and Black African [ ]White and Asian [ ]Any other Mixed/Multiple ethnic background [ ]**Asian/Asian British**Indian [ ]Pakistani [ ]Bangladeshi [ ]Chinese [ ]Any other Asian background [ ]**Black/ African/Caribbean/Black British**African [ ]Caribbean [ ]Any other Black/African/Caribbean background [ ]**Other ethnic group** Arab [ ]**Any other ethnic group [ ]****Unknown [ ]** |
| Disability  | Number of people with a known disability [ ] |
| Religion | Christian [ ]Buddhist [ ]Hindu [ ]Jewish [ ]Muslim [ ]Sikh [ ]Any other religion [ ]No religion [ ]Unknown [ ] |

**Please submit this report to:** communitycontribution@westminster.gov.uk, **if you can, please also attach the following documents with this report:**

* A financial report
* Any photos and videos of the project
* Any feedback from service users