Name of Charity / Organisation:

How much did you receive: £

1. **Please tell us what you used your grant for:**

***a.*** *Write a brief summary of what funding was used, who it helped and what difference it made.* **b.** *Please tell us the barriers identified with this group and how they were overcome* ***c****. Please tell us how many people benefitted.*

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| --- |
| a.b.c. |

1. **Please include a story about the change people have experienced from this support**

*If it is easier, please attach a separate document to the email with the story in. Please include photos/videos (attached separately and clearly labelled) that we can use in publicity.*

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1. **Please provide details of the actual spend. Where the full amount given has not been spent these funds need to be returned to Southend Emergency Fund within 28 days of the submission of this report. A member of the Southend Emergency Fund team will be in contact with you to supply details of how to return the funds.**

|  |  |
| --- | --- |
| **Item***e.g. 100 leaflets printed* | **Actual Amount Spent** *e.g. £200* |
| **Total Spent** | **(total of money spent)** |
| **Grant Amount Awarded** | **(amount of money provided by Southend Emergency Fund)** |
| **Amount of Funds to Return** | **Grant Amount Awarded – Total Spent = Amount of Funds to Return** |

This report should be returned to the Southend Emergency Fund using sef@savs-southend.co.uk no later than 30 September 2021.