



## APE-FUNDED PROJECTS

Dear Friends

As part of the Terms & Conditions of receiving a grant from APE, we require you to fill in and return this Report Form, for our records.

This form needs to be filled in and returned to [info@apeuk.org](mailto:info@apeuk.org) within six months of notice of funding or the end of your project – whichever comes first.

### PART 1

Project name:

Project Funding Code:

Your name:

Your position:

The name of your organisation:

Your website:

### PART 2/A

**About your completed project**

- **IF YOUR PROJECT IS NOT YET COMPLETED, PLEASE GO TO PART 2/B**
- **(IF YOUR PROJECT WAS CANCELLED FOR ANY REASON, PLEASE GO TO PART 2/C)**

Did your project achieve its goals, as set out in your Application Form?

How have you evaluated the impact of your project?

We would like to include a brief update of your project on our website. This is your opportunity to tell the story of your project: its aims and goals, its trials and tribulations and its ultimate achievements and outreach. Please let us have your summary in no more than 750 words, together with up to three relevant photographs. You may also submit a short film or video of your project which we will host on your project page.

Please send your updates, photos/videos as attachments, together with this completed Form to [lorna@apeuk.org](mailto:lorna@apeuk.org)

## **PART2/B**

### **About your project**

If your project is still ongoing, please let us have your proposed completion date and an update of activities so far. (Please see Part 2A above for details.)

If you are experiencing any difficulties that are putting the completion of the project in jeopardy, please let us know. (See Note (i) below)

Once your project is completed, we would ask you inform us of completion date and send any further updates to your project page as per Part 2A of this Report Form.

## **PART 2/C**

### **Cancelled or postponed projects**

As part of the terms and conditions of your grant, we require you to return the grant in full (please see Note (ii) below) if the project is cancelled or postponed for any reason, together with an explanation as to what happened.

## **PART 3**

### **FEEDBACK FOR APE**

APE wants to be as effective as possible. Please tell us about your experience of working with APE and give us any ideas about how we can make APE work better. We know that people are nervous about criticising their funders, so please be assured that we hugely value and welcome your response - even those that are critical and challenge us to change.

In particular, we would like to have your feedback on the following:

- Do people in the climate change sector know of APE's work?
- How can we promote ourselves better?
- Did the website tell you what you needed to know?
- Are the application forms easy to understand and fill?
- Did you find the application process, communications and receipt of funding efficient?

## **NOTES**

- (i) In certain cases, APE may be prepared to grant further funding to bring a partially-completed project to fruition. However, this is strictly at the Trustees' discretion. If this is the case with your project, then please briefly explain the situation. Your case may then be considered for emergency funding at our next available Funding Round.
- (ii) If, due to unforeseen circumstances, the project folded after a certain amount of expenditure, then a reduced return of monies may be negotiable. If this is the case, we will need to see a budget of how the money was spent.