

Access for All End of Project Report Guidance

A condition of summer funding is that you provide an end of project report. This report will ask you to provide the following information, as such organisations should keep a record of this information throughout the period of the project.

Actual Delivery Dates

You will be required to provide the actual start date and end of your programme and rationale if this is different from the dates on your original application

- Start Date
- End Date

Hours of Face-to-Face Delivery

Over these dates, what was the total hours of face-to-face delivery with children and young people

Actual Numbers of Children and Young People

You will be asked to provide the actual numbers of children and young people engaged through your programme, and if lower than your application numbers you will be required to provide a rationale

- 4-8 Years
- 9-13 Years
- 14-18 Years
- 19-25 Years

Actual Numbers of Staff Involved

You will be asked to provide actual numbers of staff involved through your programme

- Paid Staff
- Volunteer Staff

Impact on Health and Wellbeing of Participants

Based on your total number participating in your programme, how many young people indicated that your programme had positive impact on their health and wellbeing? (Evidence of this maybe requested in the form of the required Pre and Post Activity Baseline forms by EA, we have also provided evaluation resources in your letter of offer to measure this outcome)

Summary of Programme Success

Short narrative (minimum 100 words, maximum 200 word) of the key successes and impact of the programme on young people, staff/volunteers and within the community