Glencairn Community Council Wind Farm Fund

Interim and Final Feedback Form - Interim Revision August 2026

Reporting requirement: Submit an interim report every six months while the project remains incomplete and a final report within eight weeks of completion. Attach receipts, invoices or other evidence of expenditure as required.

Section 1 - Report and grant details

[ ] Six-month interim report
[ ] Final project report

Grant reference	
Organisation / recipient name	
Project name	
Grant award	*£*
Award date	
Report period	*From: _____ To: _____*
Project status	*[ ] Not started [ ] In progress [ ] Complete [ ] Delayed / changed*

Section 2 - Activities and community benefit

2.1 What has been delivered?

Describe activities completed, items purchased, facilities improved or services provided during the reporting period.

2.2 Difference made to the local community

Explain the outcomes and benefits for people in the Glencairn Community Council area. Include examples or evidence where possible.

Number of people benefiting to date	

How was this figure calculated?	
Expected number in the original application	

2.3 Evidence of outcomes

List feedback, attendance records, photographs, survey results, publicity, case studies or other evidence attached.

2.4 Issues, delays or changes

Explain any material change to the project, timetable, budget or expected outcomes. State whether GCC approval has been requested or obtained.

2.5 What has been learned?

What worked well, what would you change and what are the next steps?

Section 3 - Financial report

MANDATORY FUNDING DISCLOSURE AND RECONCILIATION: For an interim report, disclose any new funding received, secured, applied for, planned or otherwise identified as a potential source since the application or previous report. For a final report, the recipient must disclose all project funding and income actually received from every source, whether or not it was identified in the original application.

Final / current project cost	£
GCCWFF grant awarded	£
GCCWFF grant received to date	£
Applicant cash contribution actually paid into the project	£
Applicant in-kind contribution	£ estimated value
Other external grants / funding actually received	£
Other project income actually received (e.g. fundraising, donations, sponsorship)	£

Total cash project funding / income actually received	£
Total expenditure to date	£
Cash surplus / (shortfall) against project cost	£
Unspent GCCWFF grant	£

Funding / income source	Type (grant / donation / sponsorship / fundraising / other)	Amount (£)	Status (received / secured / pending / planned / potential)	Date received / expected	Disclosed in original application?

Final reconciliation requirement: The recipient must disclose all project funding and income actually received from every source, whether or not it was identified in the original application. Include any later grant, donation, sponsorship, fundraising income, contribution, refund, rebate or other income that has reduced or contributed towards the cost of the project. Attach additional sheets if necessary.

Provide a breakdown of expenditure funded wholly or partly by the GCCWFF grant.

Item / supplier	Invoice or receipt date	Amount (£)	Evidence attached?

Unused funds: Any unspent grant must be returned to GCC unless GCC has given prior written approval for a revised use. Do not reallocate unspent funds without written approval.

3.1 Explanation of any unspent funds or budget variation
State the amount, reason and proposed action. Attach evidence of any approved variation.

Section 4 - Publicity and continuing benefit

4.1 Public acknowledgement
How was GCCWFF support acknowledged? Attach or link to publicity where available.

4.2 Continuing benefit and sustainability
For a final report, explain how the project, service or asset will continue to benefit the community and how future costs will be met.

Section 5 - Declaration

The information in this report is accurate and complete to the best of my knowledge.

I confirm that all project funding and income actually received from every source has been disclosed in this report, including any source that was not identified in the original application.

For an interim report, I have also disclosed any new funding secured, pending, intended or otherwise identified as a potential source since the application or previous report.

I understand that GCC may review the grant and require repayment of any amount that results in the same expenditure being funded twice or total cash funding exceeding eligible project costs.

Grant money has been used only for the approved purpose, except for any change approved by GCC in writing.

Receipts, invoices and supporting evidence have been attached or can be provided on request.

Any unspent GCCWFF grant will be returned unless GCC has approved a revised use in writing.

GCC may publish a summary of the project outcomes and use non-confidential photographs or publicity supplied for reporting on the Fund.

Name	Position	Signature	Date

For GCC office use

Date received	
Receipts / evidence checked	*[ ] Yes [ ] No [ ] Not required*
Report accepted	*[ ] Yes [ ] Further information required*
Unused funds returned / approved	
Further action	
Checked by / date	