The Richard and Siobhán Coward Foundation Registered Charity SCO47266

**Report Template**

Please write a short report, summarising clearly and succinctly how you used the grant we gave you, using the following headings as a framework.

* For what purposes was the grant sought?
* How much was awarded and did you have any matching funds?
* What outcomes were achieved as a result? How did it change you?
* Please provide details of how the funds were spent attaching relevant supporting documentation/videos/images\*, as appropriate, and a brief income and expenditure statement.

This report has to be submitted to the Foundation within one year of the grant being awarded.

\*Please provide no more than 4 jpeg images at 72 or 120dpi each with your name, details of the project, a caption and the year taken.