



INVESTOR IN PEOPLE

## REPORT FORM TO THE TRUSTEES



### Extract from the "Conditions" for awarded grants

"If the Trustees are able to make a grant it must be used exclusively for the purposes specified in the application. The Trustees will require interim and final reports on any project they have supported."

### **\*6 MONTHS / FINAL REPORT TO THE TRUSTEES FOR GRANT NUMBER . / . . GRANT APPLICATION TITLE:.....**

<b>NAME:</b>	<b>TELEPHONE:</b>
<b>ADDRESS:</b>	<b>FAX:</b>
	<b>EMAIL:</b>

**Question 1:** Please tell us whether progress against the original timetable has been maintained. If not, please tell us what may have delayed the project.

**Question 2:** Have the costs you anticipated been incurred? Have you claimed these costs from the Trustees and, if not, when do you anticipate doing so?

**Question 3:** What plans do you have to publish the outcomes of the project and are these achievable?

**Question 4:** Overall, how is the project going? Is there anything you would like the Trustees to be aware of?

Date:

Signature:

Print Name:

Please return the completed form to Nula Marnell, Assistant to Chief Executive, The British Dietetic Association, 5<sup>th</sup> Floor Charles House, 148/149 Great Charles Street, Birmingham B3 3HT by .....  
or email to [n.marnell@bda.uk.com](mailto:n.marnell@bda.uk.com)

\*Delete whichever inapplicable