FLORA & FRANK LEITH CHARITABLE TRUST

April 2026

Interim & Final Report

This form is a guide to assist you with preparing your interim and final reports. We have outlined below the points to be covered in both reports.

Please note that there is no word limit, and you may provide any additional information you wish to draw to our attention.

A brief interim progress report on your project outcomes and expenditure is requested to be received by us no later than **31st July**.

Your final report should be received by us no later than **15th December.**

A further application to the Trust will not be considered eligible if an interim report has not been received.

Section A - Your Organisation	
Name of Organisation	
Postal address	
Contact person (name and title)	
Tel BH	Tel AH
Fax	Email
Chief Executive Officer or person in charge of organisation	
Tel BH:	Tel AH:
Fax:	Email:

Report areas

- Title of your project;
- A brief description of the project as submitted in the application;
- A brief description of the project at the time of the report;
- A brief description of any changes which were made to your project as originally described (if any) and reasons for the changes;
- A brief description of project outcomes from measurement, client feedback or observation; and
- A signed and dated statement of expenditure showing:
    - The amount received;
    - Details of the amounts expended on your project;
    - The balance remaining at the date of the report;
    - If you have received a large grant we would appreciate some further detail as to how the grant has been expended, such as an itemised account.