

APPENDIX 2

Proposed summary report template

Name of organisation			
Project Name			
Funding priority (expected outcome)			
Type of Grant		Funding requested	
Funding recommended			

Project summary (Information provided by applicants)

- Brief background information on organisation
- Aim and objectives of project
- Brief description of project
- Information about beneficiaries

Assessment summary (Information provided by officers)

- Strengths and weaknesses
- Score

Grant Advisory Panel's Comments

- Knowledge of organisation