

CONFERENCE GRANT FINAL REPORT

Please refer to the [online grant reporting guidance](#) to help you to more easily complete your report.

It is also recommended that you have a look at the Attachments section now to see what additional information will be required with your report.

Please note that if you print a copy of the application form that the Attachments page must be printed separately.

As we encourage excellence but also seek to support innovation, we do not expect success in every aspect of every project, and appreciate your honesty and transparency in reporting.

Reference number

Report due date

Organisation

Grant amount

Date awarded

Author of this report and the author's role in the conference e.g. conference convenor

PROJECT DETAILS

Conference title, venue and dates (as provided in original application)

- 1. Were there ANY changes to the funded speaker's/speakers' details (e.g. name(s), budget) or the conference details** e.g. conference name, location, dates)
e.g. keynote speaker was unavailable but was replaced by another speaker.
- 1a. If you ticked yes, please provide the date on which you advised the Foundation of these changes.** If not, please explain any changes and your reasons for failing to notify the Foundation.
Word count 0 to 250
- 2. What were the key messages or lessons presented at the conference by the person(s) funded by this grant?**
Word count 0 to 300
- 3. What was the impact of the conference?**
Please enumerate attendance numbers, conference evaluation results (if conducted), dissemination (pertaining directly to funded speaker(s)), potential future collaborations.
Word count 0 to 300

FINANCIAL STATEMENT

Please attach a statement of total project income and expenditure. It must account for the total income and expenditure of the conference and not just the costs associated with hosting funded speakers. It **must** be signed and dated by the relevant authorised person (e.g. Research/Grants Management Accountant, CFO, CEO) with itemisation of:

- the amount received from The Ian Potter Foundation
- the cash financial contribution received from your organisation
- other funding sources and amounts received from them
- amounts expended and
- the balance (if any) remaining at date of this report.

In order for us to get a complete understanding of how your project went, we need a financial report in the same format as the budget you submitted in your application. Please include in the income and expenditure sections columns titled "*estimated*" and "*actual*" (as in the report template).

If you used your own budget template when you applied, please use the same cost headings, adding additional headings and rows to account for unanticipated costs.

If you used the Foundation's budget template when you applied you may like to use the [IPF FINANCIAL REPORT TEMPLATE](#). You should add additional headings and rows where necessary in order to provide as complete an itemised financial report as possible.

Print a copy of the completed financial statement and arrange for it to be **signed and dated** by the relevant authorised person (see above). Then scan it and upload it as an attachment.

Upload Financial Report

ATTACHMENTS

Please provide

- at least one photo (high-res digital images) of the conference (e.g. presentations /keynote speakers etc). You must ensure that all rights, consents, licences and permissions have been obtained prior to submitting images. For images provided to the Foundation please include captions, names of any people pictured and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.
- copies of any related publicity, reports etc.