

Covering letter

Example pack — fictional charity and figures, real Wandsworth template

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4 August 2026

Pellbrook Community Food CIO

Grant WGF-EXAMPLE-01 — Cook, Learn, Share

Dear Ms Patel,

Please find a draft of your Wandsworth Grant Fund Project Outcome Report, put together from the papers you sent us. Nothing has been submitted. We have not signed anything.

What is in this pack

1. This covering note
2. The draft outcome report (Word and PDF)
3. A checklist matching receipts to the form, including items we have not entered
4. Thirteen questions we need answered before the report can be finished

Three points that need a decision first

1. Two receipts charged to WGF sit outside the grant rules as written in your letter: wine £64 (alcohol / entertainment) and flyers dated 8 July £156 (after 30 June). We have not entered them.
2. Even without those two lines, WGF receipts total £8,660 against a maximum grant of £8,000. £660 needs to come from another source.
3. Wandsworth residents are recorded as 152 while total people are 140. Residents cannot be larger than the total. We have left section 2.1 blank until this is corrected.

Please reply to the numbered questions within five working days. We will then complete the remaining blank fields from your answers, or leave them blank if you prefer. The grant letter asks for the form by 25 August 2026.

Yours sincerely,

Christian Burkardt, Steadycroft

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Wandsworth Grant Fund: Project Outcome Report

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Draft only. Not for submission. Steadycroft does not submit, sign, or decide allowable cost.

Field	Draft
Name of organisation	Pellbrook Community Food CIO
Grant reference number (as per grant agreement letter)	WGF-EXAMPLE-01
Name of project	Cook, Learn, Share
Date of start/completion	1 October 2025 – 30 June 2026
Total Grant award	£8,000 (maximum)
Please provide a summary of your project (copy from the application)	Left blank — the application was not in the papers you sent

Detail of TOTAL expenditure of the project

Proof of expenditure may be asked for at a later date. Figures below are taken from the receipts list, not from the charity’s draft table. In-kind items without a receipt are not entered as money. Two receipts are listed in the checklist and are not in columns A/B/C.

Expenditure details	A Actual total cost of item/activity	B Value of WGF grant spent on item/activity	C Value of Match funding / In-kind donations spent
Kitchen hire (9 months)	3,240.00	3,240.00	0.00
Cookery tutor	6,300.00	4,200.00	2,100.00
Food hygiene certificates	440.00	440.00	0.00
Equipment	780.00	780.00	0.00
Ingredients	900.00	0.00	900.00
Total amount spent (A=B+C)	11,660.00	8,660.00	3,000.00

On every entered row, A = B + C. Column B is £660 above the £8,000 maximum — see question 3.

Volunteer time and Tesco surplus food are not entered (no receipt / no evidenced value). Wine £64 and flyers £156 are not entered (checklist).

2.1 How many people directly benefited from the grant?

Left blank. The course records show 140 total people and 152 Wandsworth residents. Residents cannot be larger than the total. Please see questions 6 and 7.

Paid staff / volunteers involved in delivering the project: paid staff 1; volunteers 9 (80 hours logged).

2.2 Achieving your planned Outcomes

Planned Outcome	Data used to gather information	Achievements for participants
40 adults complete the course (attend at least 7 of 9 modules)	Course attendance records	29 people attended 7 or more modules (29/40).
40 adults gain a Level 2 Food Hygiene certificate	Certificate records	36 passed. 40 certificates were issued; “issued” is not the same as “gained”.
25 participants report cooking healthy meals at home at least 3 times a week	End-of-course survey	24 of 31 responses.

2.3 Reasons for any changes, and lessons learnt

Left blank — no lessons text was in the papers.

2.4 Longer-term impact / how you plan to sustain the work

Left blank — no data in the papers.

Declaration

You must be an authorised signatory of the organisation.

I confirm that this report is an accurate record of activities undertaken and financial information. We will keep all receipts for items purchased/services paid for, for at least two years. We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records during this period.

Name (CAPITALS)	not named
Position or Job Title	not named
Signature	Not signed. Steadycroft does not sign.
Date	

Please email your Outcome Report Form to: wgf@wandsworth.gov.uk

Checklist — receipts against the form

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Every receipt in the list is either on the form, held with a reason, or recorded as match funding. Nothing is entered twice.

Entered on the form

Ref	Date	Description	Paid from	On form as	Amount £
KH-01 to KH-09	Oct 2025 – Jun 2026	Kitchen hire, nine months	WGF grant	Kitchen hire B	3,240.00
TU-31	20 Oct 2025	Cookery tutor, Oct–Dec	WGF grant	Cookery tutor B	2,100.00
TU-44	19 Jan 2026	Cookery tutor, Jan–Mar	WGF grant	Cookery tutor B	2,100.00
TU-57	20 Apr 2026	Cookery tutor, Apr–Jun	Henley Trust match	Cookery tutor C	2,100.00
FH-201	14 Oct 2025	Level 2 food hygiene certificates x40	WGF grant	Certificates B	440.00
CK-88	10 Oct 2025	Knives, pans, aprons	WGF grant	Equipment B	780.00
ING-02	16 Feb 2026	Ingredients Jan–Feb	Henley Trust match	Ingredients C	450.00
ING-05	18 May 2026	Ingredients Apr–May	Henley Trust match	Ingredients C	450.00
Entered total				A 11,660 / B 8,660 / C 3,000	11,660.00

Henley Trust match on receipts is £3,000, which matches the grant letter.

Held — not entered, with reason

Ref	Date	Amount £	Paid from	Why it is not on the form
WN-12	26 Jun 2026	64.00	WGF grant	Described as wine for a volunteer thank-you evening. Grant letter: WGF does not fund alcohol, gifts or entertainment.
PR-09	8 Jul 2026	156.00	WGF grant	Dated after the project end (30 June 2026). Grant letter: only costs in the project period.

WGF receipts including those two lines: £8,880. Without them: £8,660. Both figures are above the £8,000 maximum.

Not entered as money (no receipt)

Item	Charity draft	Why it is not on the form
Volunteer time	80 h × £25 = £2,000	No receipt. The £25 rate is a valuation, not evidenced.
Tesco surplus food	“about £2,000” inside ingredients	No receipt. The draft ingredients line also fails A = B + C (£2,900 vs £900).

The charity draft table is not used as the return.

Cross-check

- Entered rows: A = B + C on each line.
- WGF column B £8,660 vs grant maximum £8,000 → £660 still to move off WGF (question 3).
- Application in-kind £1,400 is not rebuilt here (no application form in the folder).

Questions for you

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These are questions, not decisions. Please answer in number order. Fields we cannot evidence stay blank.

1. Receipt WN-12 £64 is described as wine for a volunteer thank-you evening. The grant letter says WGF does not fund alcohol, gifts or entertainment. Shall we keep this off the WGF column, or do you have written Wandsworth approval to include it?
2. Receipt PR-09 £156 is dated 8 July 2026, after the project ended on 30 June. Shall we keep this off WGF, or do you have written approval that it counts as in-period?
3. WGF receipts without those two lines already total £8,660, against a grant maximum of £8,000. Which £660 should come off WGF? (Kitchen £3,240 + tutor £4,200 + certificates £440 + equipment £780 = £8,660.)
4. The draft ingredients line shows A = £2,900 against receipts of £900. Is the Tesco surplus in-kind, not cash? If you want a value on the form, please send an evidenced figure; otherwise we leave it out.
5. Volunteer time is drafted as 80 hours $\times$ £25 = £2,000. What evidence is there for the £25 rate? If none, we leave the line out.
6. Course records show 152 Wandsworth residents and 140 people in total. Residents cannot be larger than the total. Please send corrected figures.
7. Who directly benefited: the 40 people who started, the 29 who completed, or the 140 figure (which includes families and visitors)?
8. Completers: we will report 29, not "85%". 29/40 is 72.5%. Please confirm 29 is the figure you want.
9. Certificates: we will report 36 passed, not 40 issued. Please confirm.
10. Survey: 24 of 31 responses against a plan of 25. Please confirm.
11. Please paste the project summary from your application, or that field stays empty.
12. Sections 2.3 (changes and lessons) and 2.4 (longer-term impact / sustain) have no text in the papers. Please write them, or they stay empty.
13. Authorised signatory — name and position. We do not sign.