

DUNCRAIG EDUCATIONAL TRUST SCHEME

REPORT ON AWARD

Before completing this report, please make sure you read the Guidance Notes below

YOUR NAME:

PLEASE PROVIDE INFORMATION ON WHAT THE AWARD HAS HELPED YOU ACHIEVE

DECLARATION

This section should be completed by you. Please tick the boxes and sign the form

The information I have given in this form is, to the best of my knowledge, true and accurate

Evidence of my counter signatory's official status has been provided

Signature: Date:

This section should be completed by your counter signatory. Please tick the box and sign the form

To the best of my knowledge the information given in this form is true and accurate

Signature: Date:

Position:

GUIDANCE NOTES

- You must complete this report if you have received an award from the Trust.
- The report must be provided by 30th September of the year following the date your award was made.
- However, if you have received an award from the Trust before and are applying again this report must accompany your new application.
- Please provide information about what the award from the Trust has helped you to achieve. We are particularly interested in your progress, attainment and performance but please add any other information you wish.
- Reports must be a minimum of one A4 sheet and a maximum of two A4 sheets.
- You must get a recognised independent person who is qualified to assess your progress, attainment and performance to counter sign this report. For example, your course tutor/head of department, your sports coach or a representative from your national governing body of sport. We will also need you to provide some evidence of your counter signatory's official status e.g. letter headed paper, official college stamp etc.
- Please note that because we need signed reports we are not able to accept these by e mail.
- Please remember that the information provided in this report may be used in publicity about the scheme.