**Congratulations for successfully finishing your project – we can’t wait to hear all about it!**

Answering all of the questions below in sufficient detail, please describe the outcome and successes of your project, the impact of the funding, and give relevant photographs and media and feedback quotes relating to the project, before sending to [annualfund@exeter.ac.uk](mailto:annualfund@exeter.ac.uk).

Global Advancement will use this report, including images and other media, to inform donors about how their gifts have been used and to promote the Alumni Annual Fund on our website, via emails and on social media**.**

**Submitting a detailed Project Report (with media) was a condition of funding outlined in the Award Agreement. Without this report, Global Advancement may not be able to reimburse the costs of your project.**

|  |  |
| --- | --- |
| **College/Service:** |  |
| **Project Name:** |  |
| **Project Reference Number (on your Award Agreement):** |  |
| **Project Lead(s):** |  |
| **Contact Details:** |  |
| **Project Website (if applicable):** |  |
| **Project Social Media (if applicable):** |  |

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| **Please write a summary of your project:** |
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| **Please outline how the Alumni Annual Fund award was spent during this project:**  *Example:*  *Posters to promote the event on campus - £30.00* |
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| **How many students benefited from this project?**  *How many students are in your society, or attended your event, or participated in your workshop? Don’t forget to include the number of students in the organisation committee!* |
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| **How did this project enhance the student experience at the University of Exeter, or increase levels of student success or employability?**  *E.g. did your event or new equipment help students participate in ways that they could not before? Did your conference increase confidence in presentation and networking, or did your workshop develop a CV-worthy skill?* |
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| **Please use this space to add feedback quotes from the students who participated.** |
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| **Please use this space to feedback and quotes from any alumni volunteers involved in the project, including their names and how much time they volunteered for (if applicable).** |
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| **How did this project enhance University of Exeter links with the local community in Devon and/or Cornwall (if applicable)?**  *E.g. were people outside of the University community invited to your event? Did your project involve fundraising or volunteering?* |
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| **How did this project enhance the reputation of the University of Exeter locally, nationally and/or internationally (if applicable)?**  *E.g. did your new equipment or transport help the University to place in a competition? Did your conference attract attendees from outside the University? Did your University event offer something unique?* |
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| --- | --- |
| **Please attach any photographs and media relating to the project.**  **Have you provided?** | |
| * **Photographs/images** |  |
| * **Videos** |  |
| * **Publicity materials** |  |
| * **Other, please specify** |  |
| * **None – please explain further!** |  |

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| --- |
| **Please describe how you have promoted recognition of alumni support e.g. displaying the Annual Fund logo in project materials, equipment, websites, social media, publications etc.** |
|  |

I give my permission to the University of Exeter for my photograph/video footage and quotes from this report to be used as applicable to promote the Alumni Annual Fund and to inform donors about the impact of their gifts. This use extends to all publicity for the University, which may include reproduction for printed publications, exhibition boards, digital reproduction for use on the internet and any other local or national media for which it may be suitable.

SIGNED

DATE

**Thank you for submitting your Project Report Form!**