

We ask all grant recipients to provide a short (one-page) report one calendar year after receipt of the grant, unless a no-cost extension is approved by the Foundation. This should be sent to Andy Kent ([antipode@live.co.uk](mailto:antipode@live.co.uk)) and a version of it (excluding parts [iii] and [iv]) will be posted on AntipodeOnline.org in the interests of transparency and to encourage further applications.

We'd ask you to include the following:

- [i] Title of project and organisers' details
- [ii] A succinct summary of the major achievements of the project—its participants, activities supported, its contribution to radical geographic scholarship and practice, its outcomes and legacies
- [iii] A candid consideration of the major problems/difficulties encountered
- [iv] A brief breakdown of how the budget was put to use
- [v] Plans for the future

Grants made to an individual/individuals as opposed to an institution are subject to additional post-award reporting. This reporting is requested to enable the Foundation to meet its responsibilities in accounting for the use of its funds. A **Final Expenditure Statement** must be submitted within 15 months of receipt of the grant and must provide details of how the funds awarded have been spent.

- The report must show actual costs incurred (under headings such as Equipment, Other Costs, Staff, and Travel and Subsistence) within the dates specified at the beginning of the report; please indicate where the Foundation's contribution is less than the full economic cost, and name the source of the balance.
- We understand that projects change\*—you might not receive funding that was expected or receive funding that was not expected; goods and services might cost more than originally estimated; and/or you might not have to spend all the money you expected to—so where there are significant differences between

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planned and actual expenditure, please provide clear notes as to why. Any unused part of the grant must be held on trust for us until its use has been approved by the Foundation.

- All amounts should be given in Great British Pounds (£GBP); if expenditure occurs in another currency, best practice is that it should be converted using an exchange rate from a reputable source at the time of the transaction.

### Note

\*Please inform us *as soon as possible during the year* if the actual project taking shape is significantly different from the one proposed to and approved by the Antipode Foundation. And please note that, if necessary, the Foundation will consider requests for a no-cost extension, that is, an extension of the project period without additional funding from us.