**Annual Grant Report**

We ask all grantholders to report on their work, so that we can find out how the work we are funding is going. It also helps us to understand what more we could do to increase the impact of your work, how we can improve our support in the future, and so we can celebrate what you achieve.

For multi-year grants, we ask that you report annually on your grant from us. Below is a template outlining how you can summarise your progress, details of the evidence you have gathered, and the lessons learned so far. This report must be accompanied by a financial report.

We will provide feedback on your report and may want to know more about some of the points you make. If this is the case, we will follow up by email or phone.

There is no set rule as to how long the report should be, but normally we would expect between two to four A4 pages.

***Please note that the payment of your next grant instalment is contingent on the Foundation receiving a satisfactory annual grant report.*** *It can take up to six weeks from your report submission date for us to read and review it. We will not prompt you for your report.*

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|  | **Organisation and grant information:** | |
| **a.** | **Name of organisation:** |  |
| **b.** | **Name and position of person completing the report** |  |
| **c.** | **Date Report Completed:** |  |
| **d.** | **Amount and purpose of the grant:** |  |
| **e.** | **Grant Manager:** |  |

**Please ensure that you link questions 2 and 3 to any outputs and outcomes you listed in your original application.** **You may answer in bullet points**

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| **Reflections on overall progress during the reporting period**  Please provide an overview of what has happened during the past year, your progress and whether you are on track with your plans. |
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| **What changes have there been as a result?**  How much progress have you made toward achieving your outcomes? You can include numbers and/or case studies to demonstrate these changes. |
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| **What have you learnt over the past year?**  This may be about the type of change emerging from your work or practical issues of delivering and managing the work etc. |
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| **Please feel free to give us any other information that you consider is relevant and of interest.** |
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Please do not hesitate to contact us if you have any questions.