**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.

**You can submit a report you're already producing (an Impact Report, a report you’ve written for another funder, or your Annual Report). If there is a more accessible format you would prefer to use, you are welcome to do this.**

For multi-year grants, we ask that you report annually on your grant from us. Below is a template in which we ask you to tell us how things are going. This report **must** be accompanied by a financial report.

To help with our own understanding and learning we may want to understand more about what you have told us. If this is the case, we will follow up by email or phone. ***Please note that the payment of your next grant instalment is contingent on the Foundation receiving your annual grant report, so we ask that you take this into consideration.***

|  |  |
| --- | --- |
| **Organisation and grant information:** | |
| **Name of organisation:** |  |
| **Name and position of person completing the report** |  |
| **Date Report Completed:** |  |
| **Amount and purpose of the grant:** |  |
| **Grant Manager:** |  |

|  |
| --- |
| **Outcomes:**  Tell us about what progress you are making toward your intended outcomes and the indicators which demonstrate this. Indicators can include events, press releases, policy briefings or reports, or examples of strategic litigation or influencing of local or national practice. You can include links to your work.  We’d like to understand what you’ve learnt in relation to the outcomes you wanted to see. We want to hear about things that didn’t work; why they didn’t work; and how you will learn from this and take these learnings forward. |
| **Outcome 1:** |
| **Indicator(s)** |
| **Outcome 2:** |
| **Indicator(s)** |
| **Outcome 3:** |
| **Indicator(s)** |

|  |
| --- |
| **Your organisation:**  One of our impact goals is to support organisations to become stronger, and more effective in delivering their mission/goals/aims. We’re interested to understand how funding has helped strengthen your organisation, for example, increased income or reserves, staff trained, work being extended or expanded or new services, tools, or innovations developed or refined.  Please also tell us about any major changes in management, staffing or policy. |
|  |

|  |
| --- |
| **The year ahead:**  Please tell us if your plans remain the same for the year ahead, or if there have been any changes tell us why, and how you plan to achieve them. |
|  |

|  |
| --- |
| Please feel free to tell us any other information that you consider is relevant and of interest, feel free to add photo’s, videos and/or case studies. |
|  |

|  |
| --- |
| Finance Report  Please include a finance report for the funded year, this can be in the form of a budget if your grant was restricted, or management accounts if the grant was unrestricted/core. |
|  |

Please do not hesitate to contact us if you have any questions.