**End of Grant Report Guidelines**

**Evaluating your project**

In order to measure the impact of our grant programmes, Action Together ask all funded organisations to provide an end of grant report detailing your project activities and outcomes. The information you provide should relate to the aims, objectives and targets that were set out in your original application.

**Why we need you to complete a monitoring report?**

In order to evaluate the success of the projects we fund; we need you to tell us what you have achieved and also what aspects of your project did not work as well as you would have liked. Not only does it highlight to us the results you are achieving, but also enables you to evaluate your own services, identifying any areas for development. You may also be able to use this evidence in future funding applications.

The submission and standard of your end of grant report is likely to affect any future applications to us.

**Section 1**

**1.1 to 1.8**

These questions are important to complete accurately as we may need to contact you about your form.

**Section 2**

**2.1 & 2.2**

We would like to know whether you fully spent the money you received and what you actually did (please use the same budget headings you used in your original application form to us). If you did not deliver everything as per your original application form, please explain why. However, if you were able to deliver more, please detail exactly what this was.

For grants over £1,000 please provide a copy of invoices and receipts to support your expenditure shown in section 2.1.

Here is an example of how to complete table **2.1**:

|  |  |  |
| --- | --- | --- |
| **Expenditure Item** | **Original Budget (£)** | **Actual Expenditure (£)** |
| Project Co-ordinator salary | £3,000 | £3,000 |
| Volunteer expenses | 10 x £2 x 12 = £240 | 10 x £2 x 15 = £300 |
| Training costs | £250 | £500 |
| **Total** | **£3,490** | **£3,800** |

**2.3**

What were the key activities that enabled you to engage beneficiaries, and why do you think they did or did not work?

**2.4 & 2.5**

Please state how many beneficiaries directly benefited from this funded work – i.e. those beneficiaries who took part in your activities.

**2.7**

Please explain what difference this grant has made to your beneficiaries, including any comments from them, and examples of any materials and monitoring forms you used to gather information about them.

What evidence do you have that you made any difference to beneficiaries’ lives? How did you measure these changes and what are they?

**Here is an example** – *This grant enabled us to meet young people’s expectations of support, by funding training sessions the young people learnt new skills in career planning, leadership, presentations, public speaking, and general increase in confidence and life skills. The young people also delivered a volunteering programme with the support of our youth worker. Five young people have been volunteering at the local city farm, whilst three now volunteer their time here at the organisation to support other young people coming through the programme.*

This is also your chance to explain the main outcomes of the project. **Outcomes** are the changes, benefits, learning or other effects that happen as a result of your work. They can be wanted or unwanted, expected or unexpected. For example, the outcomes of work with unemployed people might be:

* Improved self-esteem and self-confidence
* Improved motivation to find work
* Gaining skills or qualifications
* Getting work

**2.8**

Please provide at least one case study that highlights the work you achieved with beneficiaries. If the project did not go as planned or you do not have any appropriate case studies please contact development@actiontogether.org.uk to discuss your options. Please ensure you include appropriate consent forms if you send any photographs so that we are able to use them.

Please note that you can attach case studies as an appendix to the end of grant monitoring report.

**2.9**

Please provide an honest appraisal of the main challenge(s) you faced during the lifetime of this grant, and how you resolved them. If you were unable to resolve the challenge(s) please explain how you could have done things differently and the key lessons that were learnt.

**2.10**

If your work will continue beyond the life of this grant please explain how you will fund it, and what steps you have in place to make your work more sustainable (i.e. future funding application, income generation ideas, etc).