

Paul Hamlyn Foundation

Grantee Progress Reports – Reporting Requirements

Introduction

You are asked to report in writing to the Foundation on the progress and outcomes of the work we are funding. Depending on the length of your grant, you may be asked to provide one or more interim reports in addition to a final report. Your reports should highlight progress in meeting your intended outcomes, any unintended outcomes and challenges that you have faced. We encourage you to be as open as possible in your reporting. We recognise that not everything always goes to plan and that you and we can learn a lot from such experiences.

The Foundation will use your reports to:

- increase our understanding of your work, so that we can agree with you any changes to your plans that may be needed and your outcome targets for the next period
- assess the overall impact of the Foundation's funding and the extent to which it is achieving the aims of its grant-making programme
- understand what you have learned from doing the work, so that useful knowledge can be shared with other grantees or other organisations with similar interests

We will treat your reports as confidential but we may use information from them, with information from other grantees, to produce analyses that can help us to assess the overall impact of our funding and share the learning from projects with other people. We will not identify you in any reports that we plan to share outside the Paul Hamlyn Foundation without your permission.

We fully understand the difficulties that many organisations are experiencing or will experience in the current economic climate, particularly as a consequence of public sector budget cuts. These may have an unforeseen impact on your ability to deliver your funded work as planned, on the prospects for the longer-term sustainability of the work or on your organisation's ongoing viability. It is a requirement of your grant that you inform us of significant financial difficulties that may lead to any of these circumstances. We would then wish to explore with you any possibilities for additional support or changes to your grant arrangements that could help you to sustain your work.

Please note that any significant changes to the anticipated outcomes, outputs or to the original expenditure budget, must be cleared with the Foundation before grant payments can be released.

Timing of reports

As a condition of funding, grantees are required to provide us with an interim report one month before each scheduled grant payment (other than the first), and a final report shortly after completion of the project.

If you do not submit your interim report by the due date, then your payment will be delayed. The schedule of your report dates is given on the Grant Acceptance Form which forms part of your Grant Offer letter. We will send you a reminder two months before your report is due and we ask you, at this point, either to confirm the due date or to request a more convenient date for receipt of your report.

Length of reports

There is no set length for reports. Please cover the points below as clearly as possible using the space you need.

Points to Cover: Interim reports

1. **Aims of your project** What are the overall aims of the work that we funded you to do, across the whole life of the project? (Include a summary from your application).
2. **Your organisation** Whilst we attach great importance to knowing how the work we are funding is going, we need to understand what else has happened to your organisation as a whole in the same period – and how one influences the other and vice versa. Please give us some context: a) how did the work that we funded fit within the rest of your organisation's activity; b) what has gone well for your organisation during this period and what has proved challenging; c) how healthy are the overall organisational finances at the present time; d) have new key relationships been developed or ended; e) are you meeting the objectives of your business plan or strategic plan, if you have one? *Please send a copy of your organisation's most recent approved annual report and set of audited accounts (or equivalents).* f) Please also report on significant changes in the wider policy context that are relevant to your organisation or the work being funded.
3. **Activities during the period covered by this report** a) What activities have you carried out during this period towards meeting the aims of the project? b) What have been the main outputs during this period? Are these the expected activities and outputs for this period, as outlined in your application? If not, please explain how and why they are different.
4. **Outcomes** Have you achieved the outcomes that you intended in this period? Please set out each of your agreed outcome targets and, using the results of your monitoring and evaluation activities, tell us to what extent they were achieved. Explain how you have measured or assessed this and how the information was collected. Please include both numbers and qualitative information, as appropriate.
5. If you have not achieved the intended outcomes, tell us why. Were there any outcomes that you had not intended or anticipated? What were these?
6. **Learning** What have you learned? For example: what has gone well and why; how might you do things differently in the future; what were the difficulties and how did you deal with them? *Please send us a copy of any external evaluation reports relating to the funded work.*
7. **Planning** a) Has your experience and progress during this period changed how you plan to do things in the next period of the project? If so, please tell us how. b) Provide an outline plan of what you propose to do over the next year, including key activities and outputs, proposed outcome targets, plus any additional success measures and deadlines.
8. **Dissemination** Do you have experience that it would be useful to share with others at this stage? If so, how will other interested parties be informed of what you have learnt?
9. **Finance** Provide a breakdown of income and expenditure for the work we have funded against your original project budget. If this differs from your original income and expenditure budget, please explain why.
10. **Finance for the coming period** Provide a breakdown of anticipated income and expenditure a) for your organisation as a whole and b) for the funded work for the year ahead – with

secured income highlighted. Use your original budget for the work we have funded as a base-line, and show any changes in a new column, annotating the reasons for any changes.

Points to Cover: Final reports

We ask that final reports present your reflections on the whole project, your analysis of what it has achieved and why, and your thoughts about the future.

1. **Overall summary** a) Overall, have you achieved what you set out to achieve with this project? b) Please summarise the outcomes achieved and reported to us previously, as well as setting out the extent to which the outcome targets for this final period were achieved. Explain how you have measured or assessed this and how the information was collected. Please include both numbers and qualitative information, as appropriate. c) Were there any unexpected outcomes? If so, what were they? d) If you have not achieved what you set out to do, tell us why.
2. **Your organisation** Please tell us how your organisation may have changed over the life of the grant and particularly this final period. a) How did the work that we funded fit within the rest of your organisation's activity; b) what has gone well for your organisation and what has proved challenging; c) how healthy are the overall organisational finances – at the present time and projected for the coming year(s); d) have new key relationships been developed or ended; e) are you meeting the objectives of your business plan or strategic plan, if you have one? *Please send a copy of your organisation's most recent approved annual report and set of audited accounts (or equivalents).* f) Please also report on significant changes in the wider policy context that are relevant to your organisation or the work being funded.
3. **Finance** Provide a breakdown of income and expenditure for the work we have funded against your project budget for the final grant period. If this differs from your income and expenditure budget, please explain why.
4. **Learning** a) Overall what are the main things you have learned? For example what has gone well and how would you do things differently in the future? b) What recommendations would you make to other organisations starting a similar piece of work or tackling similar issues? *Please send us a copy of any external evaluation reports relating to the funded work.*
5. **Dissemination** Do you have plans to share the results of your work and what you have learned more widely? If so, how will other interested parties be informed of what you have learnt?
6. **The future** Will this work continue? If so, how will it be funded and sustained in the future?

Sending the reports

Please sign and date your report and confirm your position in the organisation. Include a telephone number in case we need to speak to you about the report. Send your report as an email attachment to your contact at the Foundation (named in your Relationship Agreement).

We will respond within 30 days of receipt.