**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 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.***

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

|  |  |  |
| --- | --- | --- |
|  | **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:** |  |

**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.**

|  |
| --- |
| **What would you like us to know about your work and what has happened in your organisation in the last year?**  You can tell us what went well, what didn’t, what you’ve learnt and feel free to add photo’s, videos and/or case studies. |
|  |

|  |
| --- |
| **Please feel free to give us any other information that you consider is relevant and of interest.** |
|  |

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