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## RED NOSE DAY COMMUNITY CASH GRANTS

**END OF GRANT REPORT GUIDELINES**

**Evaluating your project**

In order to measure the impact of our grant programmes, Comic Relief and Leicestershire and Rutland Community Foundation 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. 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.

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 (£)** |
| **Staff costs** |  |  |
| Project Co-ordinator salary | £500 | £500 |
| **Volunteer costs** |  |  |
| Volunteer expenses | 10 x £2 x 12 = £240 | 10 x £2 x 15 = £300 |
| **Operational/activity costs** |  |  |
| Training costs | £260 | £260 |
| **Total** | **£1,000** | **£1,060** |

**Section 3**

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

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

**3.2** We would like to know to what the impact of your project has been; crucially explaining what has changed for whom. 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. 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

**3.3** You might have had informal discussions with users, sent questionnaires, gathered people together in one place, conducted interviews or arranged focus groups. We need to know how you have monitored this project and what evidence you have to support your reported changes. You should also use this section to explain how successful you have been in meeting your objectives.

**3.4** Which outcomes, if any, were you not expecting or intending to see? They can be positive or negative. Outcomes are the changes, differences, learning or other effects that happen as a result of your work.

**3.5** Please provide a case study of a person whose life has been considerably enhanced by your project or organisation.

A good structure will include:

- The demonstration of need

- The difference made to the life of the beneficiary

- A quote from the beneficiary

**3.6** Please provide details of any publicity received as a result of the funding, including national or local press and broadcast. Please also include publicity received through the Comic Relief please provide links where necessary.

**Section 4**

**4.1** Please tell us how many people have benefited from your funding by totally the following three categories:

1. **People benefiting directly** - People who have directly benefited from your project's activity and who have been typically involved on a one-to-one or group basis.
2. **Front line workers benefiting** - People who have worked with or supported the project's beneficiaries, whether in a paid or voluntary capacity. They may have been given training or other forms of guidance and support to enable them to help beneficiaries. Please only include the frontline workers that you feel specifically benefitted from the funding rather than the people that were employed to deliver the work.
3. **Other people benefiting** - These people can include the general public e.g., they might be people who attend awareness raising events and receive an information leaflet. You should not include those who are assumed to benefit because of their relationship with someone who is directly benefiting, e.g., the family members of a person directly benefiting. We expect that the numbers of other people benefiting will often be estimated.

**4.2 – 4.5** Please tell us who has benefited from your grant.

**Section 5**

**5.2** We are continually looking to develop the way we work with groups so your comments are a key part of this process.

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## RED NOSE DAY COMMUNITY CASH GRANTS

**END OF GRANT REPORT**

**This form is important – it must be completed and returned by 5pm Monday 7th March 2016**

When you come to the end of your grant from Comic Relief you need to submit an end of grant report. This report should summarise your progress, achievements and the lessons learned from the work.

**End of Grant Forms that are received incomplete or do not have the appropriate supporting documentation will mean that our Community Foundation will not be able to consider your group for any future funding.**

**Please write clearly in black ink or type and remember to sign and date the form at the end.**

For advice and support on completing this form please read the accompanying guidance notes.

**1. Background information**

|  |  |
| --- | --- |
| **1.1** Reference (if applicable) | **1.2** Name of your organisation |
| **1.3** Address of your organisation | **1.4** Telephone |
| **1.5** Email | **1.6** Website |
| **1.7** Name of person completing this form | **1.8** Position in the organisation |
| **1.9** How much funding were you awarded? |  |

**2. How the grant was spent**

**2.1** Has the funding been fully spent (please provide a breakdown and copies of receipts and invoices)? Yes/No

|  |  |  |
| --- | --- | --- |
| **Expenditure Item** | **Original Budget (£)** | **Actual Expenditure (£)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

**2.2** If no, or if your expenditure differs from your original budget please explain why this is the case and when you expect the grant to be fully spent?

|  |
| --- |
|  |

**3. Your project’s impact**

**3.1** What activities did you carry out with our funding (please limit your answer to a maximum of 200 words)?

|  |
| --- |
|  |

**3.2** Please tell us what actually happened and how this funding made a difference to the lives of beneficiaries and the wider community.

**3.3** What evidence do you have to support these reported changes?

**3.4** Were there any unintended or unexpected outcomes or changes as a result of the work you did? If so what were they?

**3.5** What were the main challenges you faced during the lifetime of the grant, and how did you resolve them?

**3.6** Will the work continue beyond the life of this grant? If so, please indicate in what way and what funding you have secured or need to secure to deliver it

**3.7** To help us understand the difference you make please tell us how this funding has helped an individual and the change your project has made to their life.

**3.8** Please share details of any local, regional or national publicity that demonstrates the impact of your project

**4. Beneficiaries**

**4.1** How many people benefitted from this funding (please total the figures below)?

|  |  |
| --- | --- |
| 1. People benefiting directly |  |
| 1. Front line workers benefiting |  |
| 1. Other people benefiting |  |

**4.2** Beneficiary group

Please select a single option to represent the primary beneficiary group for this grant by inserting the number ‘1’ in the appropriate box

Please list any other beneficiary groups that have benefited from your grant by inserting the number ‘2’ in one or more boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Black, Asian and minority ethnic |  | Long-term unemployed |  | People with mental health issues |  |
| Carers |  | Men |  | People with multiple disabilities |  |
| Children and young people |  | Not in education, employment and training (NEET 16-24) |  | People with physical disabilities |  |
| Ex-offenders/offenders/At risk of offending |  | Older people |  | People living in poverty |  |
| Families/Parents/Lone parents |  | People with alcohol/drug addictions |  | Refugees/asylum seekers /immigrants |  |
| Homeless people |  | People in care or suffering serious illness |  | Victims of crime/violence/abuse |  |
| Lesbian, gay, bisexual and transgendered groups |  | People with learning difficulties |  | Women |  |
| Local residents |  | People with low skill levels |  |

* 1. Primary Ethic Group

Please select a single option to represent the primary ethnic group that benefited from this grant by inserting the number ‘1’ in the appropriate box

Please list any other ethnic groups that have benefited from your grant by inserting the number ‘2’ in one or more boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White |  | Mixed |  | Asian and Asian British |  |
| White British |  | Black Caribbean and White |  | Indian |  |
| White Irish |  | Black African and White |  | Pakistani |  |
| White East European |  | Black and Black British |  | Bangladeshi |  |
| White Gypsies and Travellers |  | Caribbean |  | Other Asian |  |
| Other White |  | African |  | Other Mixed Ethnicity |  |
| Chinese and other group |  | Other Black |  | All ethnicities |  |
| Chinese |  | Asian and White |  |

* 1. Issues

Please select a single option to represent the primary issue that was addressed by this grant by inserting the number ‘1’ in the appropriate box

Please list any other issues that were addressed by this grant by inserting the number ‘2’ in one or more boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Arts, culture and heritage |  | Education, learning and training |  | Housing |  |
| Anti-social behaviour |  | Employment and labour |  | Language, culture and racial integration |  |
| Building skills and improving access to employment |  | Emergency/Rescue services |  | Mental health |  |
| Bullying |  | Gangs |  | Renewable energies and recycling |  |
| Caring responsibilities |  | IT / Technology |  | Rural issues |  |
| Stronger communities/Community support and development |  | Harmful practice |  | Sexual abuse |  |
| Counselling/Advice/ Mentoring |  | Health, wellbeing and serious illness |  | Social inclusion and fairness |  |
| Crime and safety |  | Homelessness |  | Sport and recreation |  |
| Disability and access issues |  | Offending/At risk of offending |  | Stigma/Discrimination |  |
| Domestic violence |  | Poverty and disadvantage |  | Substance abuse and addiction |  |
| Economy |  | Reducing isolation |  | Supporting family life |  |
| Environment and improving surroundings |  | Refugees/Asylum/Immigration |  | Violence and Exploitation |  |
| Financial exclusion and financial illiteracy |  | Religion |  |

* 1. Primary Age group

Please select a single option to represent the primary age group that benefited from this grant by inserting the number ‘1’ in the appropriate box

Please list any other age groups that have benefited from your grant by inserting the number ‘2’ in one or more boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 0 to 4 |  | 5 to 12 |  | 13 to 18 |  |
| 19 to 25 |  | 26 to 65 |  | Over 65 |  |

**5. Feedback and Supporting Documents**

**5.1** We always welcome photographs that demonstrate the impact of a project; if you have a relevant picture please send attach to this report

**5.2** We welcome any comments (positive or negative) you want to make on any aspect of your involvement with us.

|  |
| --- |
|  |

Please tick the boxes below to confirm that you have provided or enclosed the following information:

|  |  |
| --- | --- |
| All sections of the End of Grant Report have been completed |  |
| A person with authority to do so has signed the report |  |
| Most recent accounts and/or management accounts |  |
| Copies of receipts and invoices to support your grant expenditure |  |
| Any additional information (preferably attached electronically) such as project feedback, photographs (with consent forms), etc. |  |
| Please tick this box to give permission for this supporting evidence to be used by the Community Foundation, Comic Relief and the UK Community Foundations for marketing purposes (if appropriate) |  |

Please return your report to [tina.robinson@llrcommunityfoundation.org.uk](mailto:tina.robinson@llrcommunityfoundation.org.uk) or post to:

LRCF

3 Wycliffe Street

Leicester, LE1 5LR

**Declaration**

It is essential you understand and sign up to the following statement. Failure to do so may have an impact on future funding.

* I confirm that the information contained in this End of Grant Report is correct and that I am authorised by the organisation to complete this form on its behalf.

|  |  |
| --- | --- |
| **Main contact person** | |
| **Signature** |  |
| **Full name** |  |
| **Position** |  |
| **Date** |  |

**Thank you for completing this form.**