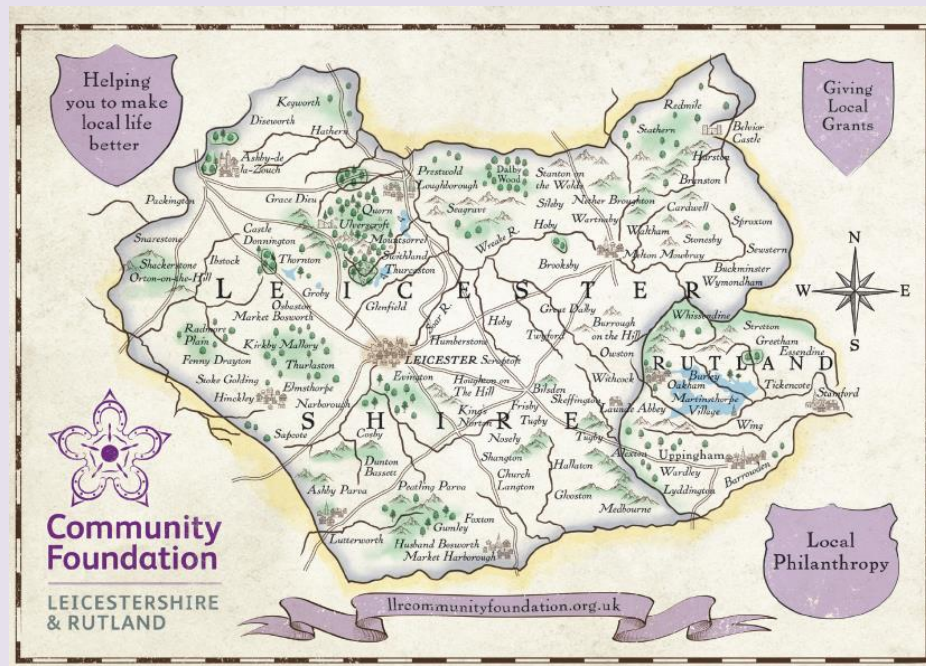


End Of Grant Monitoring Guide



Reporting Tips

Congratulations you have been awarded a grant for your project !
You will need to look ahead to the end to know what information to collect and evidence against the grant so here's a few pointers

You will receive a link to your end of grant form in your offer email. This will show you what evidence and information you will need to send. We recommend you open it and make notes in each section throughout the project , this will help remind you of important facts when you come to write it at the end (you can save and return to it at any point via the link)

Good news ! All of your project details from your application will automatically pull through to the end of grant form.

PLEASE double check your budget thoroughly, as this will not show what you have been funded for, but what you requested !

NB if you have had an agreed change of request to your project . This will not show and you will need to explain this in the form

Reporting Tips

Other tips

- Keep a record or register of the number of people you are working with. In your application you will have listed the number of people you expect to work with. You can tell us if you have exceeded this number or not reached it!. If this happens there will be an explanation and you can tell us this
- The Beneficiary, ethnicity and primary issue boxes really help us with data analysis so it is really helpful that you capture who you are helping. We would like to stress that everyone is important and grant giving is not based on how many people you are helping or their backgrounds, but it is important for us to get up to date overviews that can be sent to support policy making.
- Be honest in the Impact and Outcomes category. You can demonstrate the excellent work you have achieved and the difference it has made, but we also ask you what you may have done differently ! Use this to evaluate what worked well and what could be better, it is important for you and us to know this too.

Reporting Tips

Underspend

- If you anticipate an underspend of the grant, please send an email to the grants team as soon as possible. Let us know how you aim to spend it and by when.
- We try to avoid asking for money to be returned, but we will need to know how you suggest to spend the remaining grant and ask the donor for authorisation.

Significant changes to your project delivery or budget

- If the project isn't going how you anticipated or circumstances change etc. please notify us as soon as possible by sending a change of grant request form to the Grants team. We will then send to the donor for review. We will try to support as much as possible.
- You can find the Change Request Form here:
<https://www.llrcommunityfoundation.org.uk/for-funded-groups/>