

## **Final Report Guidelines for multi-year grants in their final year**

It is a condition of funding that all organisations submit a Final Report at the end of their grant, together with a copy of the organisation's most recent audited annual accounts.

Instead of completing the Progress Report Questionnaire we ask that you complete our Final Report Questionnaire. Your annual text-based report will be similar to the progress reports you have submitted in previous years, but should be headed up "Final Report". The format and length of your Final Report is up to you and will vary depending on the type of project you received support for. Usually a few sides of A4 is sufficient.

In your report you need to tell us how your project went, what it achieved, whether it encountered difficulties and, if it did, what these were and how you dealt with them. Although it is always great to hear about an organisation's or project's successes, we are keen to receive honest and constructive reports about the projects we have funded.

Please ensure that the following information is included in your report:

1. Confirm that the grant has been spent on the purpose awarded. If not, please explain.
2. Details of how the project has been monitored and evaluated. If an independent or external evaluation report has been prepared, please include a copy of this when you send us your report.
3. Information about to what extent the project met the targets or aims that were outlined in your application. If the project encountered difficulties or did not meet its targets, please explain why and how the experience will inform future work.
4. The number of children and/or young people that have benefited from the project or services sponsored by our grant during the years we have been funding it.
5. Information about what stage the project is at now. If the project will continue beyond the end of our grant, please tell us you will be funding it in the future.
6. If the grant was for a salary, please provide information about how the post has benefited your organisation and its activities.
7. Whether or not the project was delivered on budget. If not, please comment on this.
8. A financial breakdown of how the final year of the grant was spent.

**Please remember to also send us your Final Report Questionnaire and your organisation's latest Audited Annual Accounts with your Final Report.**

# THE EQUITABLE CHARITABLE TRUST

## Final Report Questionnaire

<b>Organisation Name</b>			
<b>Project Name</b>			
<b>Grant Amount</b>	£		
<b>Length of Grant</b>		<b>Grant Reference</b>	

### What type of grant did you receive from the Equitable Charitable Trust?

(tick as many boxes as apply)

- Project (Revenue)       Capital or Equipment       Salary for a post  
 Other (please specify) .....

### What type of project did the Trust make a grant to you for?

- Education for disadvantaged children and/or young people  
 Education for disabled children and/or young people

### How many children and/or young people did the project involve/benefit in total?

- 0-25       26-50       51-100       101-200       201 +

### Where did your project operate?

- Locally       Regionally       Nationally       Overseas

### To what extent do you feel your project achieved its aims and objectives?

- Not at all       Partly       Largely       Fully

### Overall, how successful do you feel the project was?

- Not at all       Partly       Mostly       Totally

### Did receiving a grant from the Trust help you to lever in or raise funding from other sources?

- Yes       No

### If Yes, which type of funder(s) or organisation(s) have provided partnership funding for the project or, subsequently, are providing funding to enable it to continue?

- National Charitable Trust or Foundation       Local or Regional Charity  
 Local Authority       Partner organisation  
 European funding (e.g. regeneration funds)       Individual  
 Other (please specify) .....

Name of Person

Completing the Form..... Date .....

**Complete this questionnaire at the end of your project and send it to us with your Final Report and audited Accounts. This questionnaire is important to us as it helps us monitor the effectiveness of our grants. Thank you.**