

THE EQUITABLE CHARITABLE TRUST

Final Report Guidelines for grants of one year or less

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.

We ask that you complete our Final Report Questionnaire, as well as producing a text-based account of your project. The format and length of your 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 outlined in your original application. If it 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.
5. Information about what stage the project is at now. If the project will continue beyond the end of our grant, please tell us how it will continue to be funded.
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 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.**

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Final Report Questionnaire

Organisation Name			
Project Name			
Grant Amount	£		
Length of Grant		Grant Reference	

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 and/or benefit?

- 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 Annual Accounts. This questionnaire is important to us as it helps us monitor the effectiveness of our grants. Thank you.