

Reporting Requirements

Overview

We hope that the grant your organisation has received from the Southall Trust has enabled it to further its mission. We would love to hear how this grant has been spent and what difference it has made. Therefore, we ask that a report is submitted, preferably within 12 to 15 months from the date our grant was awarded.

*TO NOTE: Please do not send **interim reports**, unless your project is differing significantly from what we agreed to fund. If **multi-year funding** has been pledged to your charity, then please provide a brief update before the next payment is due (i.e. around one page of A4, max.), explaining how our grant is being/has been spent to date. A full report is only required at the end of the funding period.*

What's Required?

We ask that full reports are no more than two sides of A4 and written simply, without the use of jargon. Bullet points are acceptable – we do not intend this to be an onerous task for you.

Please consider the following questions when writing your report:

- Were the objectives for the project (as outlined in your grant application) achieved?
- What was most successful about your project and why?
- What, if anything, did not go to plan?
- What lessons were learned over the course of the project?
- How has your project improved the lives of your organisation's beneficiaries? (*you may wish to share a short story or case study*).
- Is your project or this area of work continuing? If so, have you secured new funding for it?
- Did you spend the entire grant that we awarded? *If you are carrying forward any funds, please explain your plans and time frame for spending these.*

If appropriate, a few photographs and/or a short film of the work we have supported would be well-received. But, this is not essential. Feel free to include photos and/or a weblink in your report.

When your report is complete, please email it to secretary@southalltrust.org. Please also take this opportunity to provide us with any feedback that your organisation may have about our grant-making process, good or bad. The views of those we support are particularly important to us.

N.B. Monitoring and reviewing projects at regular intervals makes grant reporting much easier and this is something that we encourage.