

Reporting Requirements

We hope the grant that your organisation received from us has helped to boost its mission. We would love to hear how the grant has been spent and what difference it made. Therefore, please send us a brief report, preferably within **12 to 15 months** from the date our grant was awarded.

Interim Reports

If your organisation was awarded a **one-year grant**, then 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 organisation, then please provide a short interim report (i.e. up to one side of A4) one month before the next payment is due. Please use the questions below as a guide to tell us how things have been progressing to date.

End of Grant Reports

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

Please try to answer the following questions when writing your report (*you could use these as headings*):

- Did the project follow what was requested in your organisation's grant application?
- What was most successful about the project and why?
- Did anything not go to plan? (*We appreciate honesty and understand things don't always 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? (*a short story or case study will be appreciated, as this can really 'bring to life' the difference the project has made*).
- Is your project/this 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 link to an online short film of the project would be well-received. But, this is not essential. These may be included in addition to the two sides of A4 and/or as a weblink.

How to Submit the Report

Please send us your report using our **online report form**, which you will find on the Reporting page of our website: southalltrust.org/reporting. On the form you can either **upload your written report** (PDF or Word) or **answer the questions above online**, whichever is easier for you. You can also add a few photographs and a link to a short film. Please include your **grant reference** if you have one; you will find it in your grant offer email.

If you would prefer to send your report by email, please email it to reports@southalltrust.org.

The form also gives you the chance to provide us with any feedback that your organisation may have about our grant-making process, good or bad. The views of those that we support are very important to us in improving our work.

TO NOTE: We read every grant report that we receive; however, it can take several weeks for us to do so. If you are looking to re-apply to us immediately, then you may like to consider submitting your organisation's grant report along with a new application.

All new applications should follow the normal route, starting with our online Eligibility Checker. To submit a new application your organisation must be eligible to re-apply.