Top tips for grant reporting
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We are delighted that the Trustees have awarded your organisation a grant – congratulations!

As you will have seen in your Grant Terms & Conditions, by accepting the Trustees’ grant, you agree to send the Foundation a grant report at the end of your grant period and at the end of each year if you have received a multi-year grant.

Grant reports are an important way for the Foundation to understand the impact the grant has made to your organisation and the work you do. Grant reports also give us an insight into any changes or developments that may have occurred within your charity and its work, which is especially important for us to be aware of if you apply to us again in the future. These reports also help us learn from your experiences, and keep us well-informed and up to date about issues and challenges for your beneficiaries.

We are aware that charities have to submit reports to a variety of funders and therefore we only ask you to tell us information that we will actually use and hope that you are able to ‘recycle’ information that you have used for other grant reports! We purposefully don’t have a specific form for grant reports, giving you the flexibility to convey your work in your own words. And, importantly, please keep it simple!

What do we want to know?

Please tell us the following, in simple bullet points:

- Were you able to do the work outlined in your funding application? Please summarise the progress your organisation has made towards achieving its objectives and targets.
- If you didn’t achieve your intended results, what contributed to this? We want to learn from your grant just as much as you do!
- What are the key learnings for your organisation over the past year? (e.g. demand has become too great for current staffing levels, new partnerships have enabled your organisation to be more efficient, you found a new way to fundraise etc)
- How many people has your charity worked with in the past year? (this can be your calendar or financial year – basically, whatever your organisation uses to collect and monitor its data)
- Have there been any significant changes in your organisation or its work since the grant was made? This may be a change in leadership, facilities or a change in the nature of need your organisation is meeting.
- What is your organisation particularly proud of as a result of its work?

Project specific reporting

In addition to the above, at the end of your capital project or specific activity, please update us on the final cost of your project and if there were any changes to the cost and/or timetable.

- Has the project achieved what it set out to do? If you have a new building or refurbished space, do include an image or two!
What NOT to include

If there is anything specific that you want to ask us, please do NOT include this within your grant report in case we miss it! This includes:

- a request to roll over an underspend
- a request to extend a grant timescale
- a request for further funding

If you have a specific question, please email us at admin@garfieldweston.org so we can reply to you promptly.

Please keep your report to a maximum of 2 sides of A4. We genuinely only want you to spend your precious time giving us the information we will use. If we have any additional questions, we will contact you. You are welcome to add any pictures to your report to help demonstrate the impact of your work.

We look forward to reading your report!