

The Community Fund Reporting Notes for Applicants

If you have received a grant from the Community Fund, we ask that you submit a full report when your project ends, and at the latest by the date specified in your terms & conditions document.

For grants of over £1,000 in particular, we would expect a report on how previous grants have been spent before we approve further funding.

This reporting is not designed to be burdensome; below are some notes of the sort of information it would be useful to include. We also encourage you to include as many photos as possible!

Project details

- Type of project, dates, aims, and the activity itself

Output ideas

- What took place e.g. hours of art lessons / sports sessions delivered / mental health courses / food hampers delivered
- Number of beneficiaries
- Volunteer time delivered
- Staff time delivered
- Equipment or materials purchased for an activity

Outcome ideas

- Who your beneficiaries were e.g. children identified as receiving the pupil premium
- How your actions helped beneficiaries e.g. improved reported wellbeing, fewer foodbank visits, better biodiversity recorded in a community garden
- Activities which have taken place as a result of equipment or materials bought e.g. Scout camp, football lessons
- Feedback and case studies from those involved in the project