

End of Year Report

We would advise you to retain a copy of this form for your records. If you need to print or save a PDF copy the form you can do so using your internet browser options, e.g. print/save as PDF.

Page 1

Introduction

Please use this form to tell us about your work over the past grant year. If you have any communication support needs that make completing this report difficult or impossible, or if you find this challenging for any other reason, please contact your Funding Officer or email **funding@therobertsontrust.org.uk** to discuss alternative ways you can report.

We will review your report to find out how your work is progressing and whether there is any additional support we can provide you. Once we are happy with the information given, we will let you know and release your next payment. We may also use the information you provide to highlight achievements and good practice, and to effectively shape our future work. We very much appreciate your time and commitment to this task.

Grant Details

Organisation Name

Grant Name

Grant Reference

Total Award Approved £

Next Payment Amount £

Next Payment Date

Page 2

Section One - The Past Year

Please tell us about the activities or services our funding has helped you deliver and what differences your work has contributed towards making for the people or communities you support.

We want our funding to help reduce and prevent poverty and trauma in Scotland. To help us achieve this, we need to understand what differences our funding is helping to make for individuals, families, communities, and/or systems. We are interested in hearing stories of change (e.g. case studies, and feedback), as well as numbers. It might help to refer back to your application form where you told us what differences you had hoped you would make and how you would measure that.

What has helped to make those differences?

As well as understanding what differences you are contributing to, we also want to learn about how that difference has come about. Which parts of your activities are making the biggest difference for those you work with?

If you haven't already let us know, please tell us if there have been any significant changes to the funded work or to your organisation during the past year. Please also tell us if you encountered any particular challenges.

This might include something that didn't go to plan and what you did differently or learned from this. If you now have plans to change your services on a more permanent basis as a result, please also tell us about this.

If you haven't already let us know, please tell us if there is any underspend in our funds.

In general, we are unlikely to ask for an underspend to be returned to us. We will be happy to work with you to reassign the funds or extend your funding period.

Page 3

Section Two - The Year Ahead

Building on what you have learnt from your work please tell us about your plans for this for the year ahead.

This question is all about continuous improvement. Building on what you've learnt about impact and what has helped to make positive differences for the people you work with, what do you plan to do more or less of over the next year? How are you using your ongoing learning from monitoring and evaluation to have the biggest impact that you can for those you work with?

If applicable, please tell us what other funding you have in place or pending towards this work for the year ahead, including the source and the amount.

Is there anything else you want to tell us about, that you haven't already covered above?

Page 4

Section Three - Contact Details

If the main contact for this grant/work has changed, please update the contact details below.

This is the person we will send future reports to

First Name

Last Name

Position

Telephone

Email

Page 5

Section Four - Supporting Documents

Please attach your organisation's most recent approved, audited or independently examined annual accounts.

Please attach any supporting documents you feel are relevant to your report.

This might include any evaluation you have undertaken, stories about your work and the people supported, photographs etc.

Page 6

Section Five - Declaration

I confirm that the information provided in this report is complete and accurate, and that I am authorised to provide this on behalf of my organisation.

☒ I agree

Contact Information