

# End Of Grant 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.**

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## Introduction

Please use this form to tell us about your work during the reporting period. 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](mailto:funding@therobertsontrust.org.uk)** to discuss alternative ways you can report.

We will review your report to find out how your work progressed and whether there is any additional support we can provide you. Once we are happy with the information given, we will close off your grant. 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**

**Date Award Approved**

**Date Award Paid**

**Total Award Paid**

£

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## 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 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.

## Section Two - Future Plans

**Building on what you have learnt from your work please tell us about your plans now that your grant has ended.**

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?

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

**Do you have any suggestions for Grant Holder Support?**

We offer non-financial support to our grant holders as detailed on our website.

Please use this space to tell us about any additional support you feel might be beneficial to our grant holders that we don't already provide, to help shape our offer in future.

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## **Section Three - Contact Details**

**Who completed the report?**

**First Name**

**Last Name**

**Position**

**Telephone**

**Email**

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## **Section Four - Supporting Documents**

**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.

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## **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