



End Of Year Report

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 progressed 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

This section will be pre-filled with the details of your grant.

Organisation Name

Grant Name

Grant Reference

Total Award Approved

£

Next Payment Amount

£

Next Payment Date

Section One - The Past Year

Please tell us about the activities or services our funding has helped you deliver and how these have benefitted your community/the people you support.

We're also interested to know about any unexpected benefits.

****Annual payments of over £10K only****

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.

Section Two - The Year Ahead

Please tell us about your plans for this work for the year ahead.

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?

Is there anything else we can support you with?

We offer non financial support to our grant holders as detailed on our [website](#). We are also interested to know what type of additional support might be beneficial to our grant holders that we don't already provide, to help shape our offer in future.

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

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.

If you need to send us additional files you are unable to upload here, please email these to funding@therobertsontrust.org.uk quoting your grant reference.