**Final report – format for standard grants made from Spring 2020 onwards**

We ask for a report on the work we have funded at the end of each grant. This gives us a complete record of the progress and challenges faced by your organisation during the grant. It is also an opportunity for us to learn from the experiences of our grantees, and helps us to make better grants and offer improved support in future.

This report asks for you to reflect on the progress you have made during the whole of the grant period towards the three ‘Agreed Outcomes’, which are included below. Please do share and celebrate successes, but do also be frank about the difficulties. We realise that not everything goes to plan and the work we are supporting may need to change and/or take longer than expected. We are interested in what you learnt and how you used this to adapt and move forward.

You can keep this report relatively brief – each box allows a maximum of 600 words.

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| 1. **External context** – summarise any major changes which have affected your progress towards your outcomes.
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| 1. **Internal context** – summarise any major issues which have affected your progress towards your outcomes.
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| 1. **Progress towards your Agreed Outcomes**

**For each of the (up to) 3 outcomes, please tell us:*** **What progress you have made.**
* **How you have measured your progress**
* **What has not gone to plan.**
* **What changes you have made as a result of what you’ve learned.**
* **Whether or how this work will continue after the end of the grant.**
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| **Agreed Outcome 1: [insert from Salesforce]** |
| **Agreed Outcome 2:** |
| **Agreed Outcome 3:** |
| 1. **Is there anything else you would like to tell us or ask us?**

If there were specific conditions attached to your grant, please include here if they have been met. |
| In addition, please attach * A breakdown of income and expenditure for the whole grant against your original budget. We recognise that there may well be differences in how you spent the money.
* If your most recent full accounts are not available on the Charity Commission or Companies House website, a copy of your latest annual report and full accounts. If these are not yet available, please email when available to grants@thelef.org.
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This is not your only opportunity to update us! Please keep your Grants Manager up-to-date with any significant news, changes to how you want to use the grant, or changes of key staff.