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

We ask for a report on the work we are funding about every year during the course of a grant. This gives us a complete record of the progress and challenges faced by your organisation during the grant. They are also an opportunity for us to learn from the experiences of our grantees, as well as to offer additional assistance where we can.  They can help us to make better grants and offer improved support in future.

This report asks for progress over the past year 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 500 words.

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| 1. **External context** – summarise any major changes which have affected your progress towards your outcomes. |
| 1. **Internal context** – summarise any major issues which have affected your progress towards your outcomes. |
| 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.** * **Your main plans for the year ahead.** |
| **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 past year’s funded work against your original budget. We recognise that there may well be differences in how you spent the money. * Your organisation’s budget (planned income and expenditure) for the current financial year. * 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. |

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.