

Reporting Guidance Notes:

'End of Grant Feedback and Learning Form'

This document explains what HIWCF will ask you to report to us about your grant delivery. Most HIWCF grant reporting is at the end of your grant delivery period, which is usually 12 months.

Please see your Grant Offer Letter for details of your grant delivery period. You will also receive automated reminders nearer the time reporting is due.

The 'End of Grant Feedback and Learning Form' is sent to you as a hyperlink as part of your Grant Offer Letter. This form can be saved and returned to as you complete it. This document below sets out the full range of questions and requirements that you will be asked to complete.

Page One:

This tells you the purpose of the reporting form. The lower section pre-populates the details we have about your grant e.g. the name of the funding programme and your grant reference. You do not need to complete anything; simply read and click 'next page'.



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END OF GRANT FEEDBACK AND LEARNING FORM

Please complete this form to tell us about how your grant delivery has gone. We love hearing how HIWCF grants have made a difference. Even if things have not worked out as expected, please be open and honest with us because it's important for us to hear what has worked and what hasn't worked so well.

The formal part: In receiving this grant from the Hampshire and Isle of Wight Community Foundation, you agreed to a key condition that you would complete this feedback and learning form, no later than 4-weeks after the end of the grant (detailed in your 'award letter').


Please do contact us if you need more time to complete this form, or would like guidance on completing or submitting the form Grantsadmin@hiwcf.com.

Submission Deadline	
Name of Funding Programme	
Name of Grant Holder	
Ref Number	

Page Two:

This tells you the location that you selected in your original application for your grant delivery. Please click 'No' if the location has not altered.

Please click 'yes' if the work moved location. You can see in the second screenshot below that you will be offered a list of locations that you can tick to tell us about the new location/s of your work.



Project Details

In your bid you selected this location for the majority of your grant delivery

Gosport Borough Council

Please tell us if the location altered * No
 Yes

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Please tell us if the location altered * No
 Yes

Please tell us all location/s in which your grant was delivered *

- Basingstoke and Deane Borough Council
- East Hampshire District Council
- Eastleigh Borough Council
- Fareham Borough Council
- Gosport Borough Council
- Hart District Council
- Havant Borough Council
- New Forest District Council
- Portsmouth City Council
- Rushmoor Borough Council
- Southampton City Council
- Test Valley Borough Council
- Winchester City Council
- Isle of Wight Council

Page Three:

This page has four sections of text that are pre-populated from your original application form. These remind you of what you said you would deliver with the grant.

If the work had no changes during your delivery, please tick 'No'.

If the work had changes e.g. you delivered in a new venue, or met more frequently with project participants, then please tick 'yes.' You can see in the second screenshot below that you will be offered a narrative box where you can enter a short description of any changes.



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Project Plan

In your bid you told us about the following plan for your grant:

What is the activity

Where will the activity take place

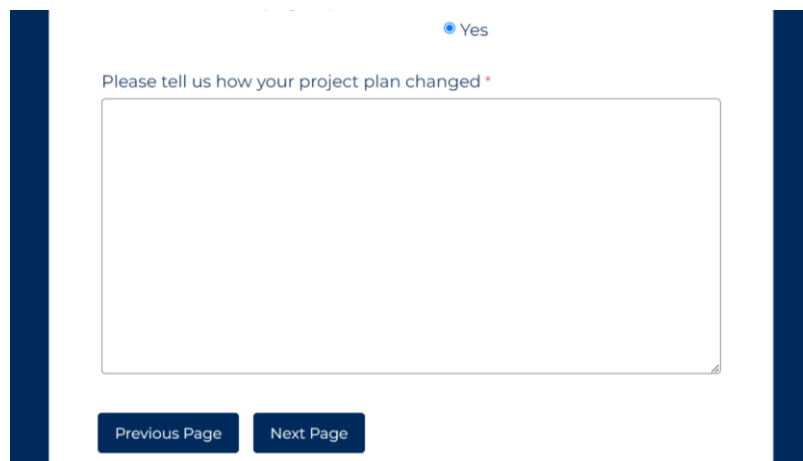
Who will deliver the activity

How often will the activities take place

Please tell us if the project plan altered * No
 Yes

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(2)



Yes

Please tell us how your project plan changed *

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Page Four:

This page starts by reminding you that the grant programme that you applied to was linked to one of HIWCF's impact themes; our impact themes are six core areas where HIWCF delivers on social change: (i) Tackling Poverty & Inequality, (ii) Employability & Skills, (iii) Health & Wellbeing, (iv) Crime & Safety, (v) Flourishing Communities, (vi) The Environment.

You will be asked to tell HIWCF about three positive changes that your grant has brought about; these should link back to this impact theme. There are lots of examples given on the form. On this page of the form, we are interested in positive changes rather than the number of people helped (numbers are on the next page!).



Impact

Your grant had funding to deliver on the following impact heading

Flourishing Communities

In your bid you told us about how your grant would make an impact in your local community. Referring to the impact heading above, please tell us three changes that your grant has helped to make to the lives of people in your community.

Think about what the people who took part would say about the project and the ways it helped them. Think about the positive changes you have noticed in the people who have taken part.

Examples of a change:

- (i) The young participants are now more aware of the dangers of carrying a knife*
- (ii) The people who use the food pantry are now able to get advice about the benefits available to them*
- (iii) The older people who attend the scrabble club report that they feel less isolated.*

Change 1 (what do you see as your most significant change?) *

Change 2 *

Change 3 *

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Page Five:

This page starts by reminding you how many people that you approximated that you would directly work with. Please use the box on line two of this page to update HIWCF with the number of people that your grant actually reached.

You then have two tables that show the 'stated age groups' and 'stated focus groups' that your bid approximated that the grant would reach. Please use the second line of each table to either confirm that you did meet your stated age and focus groups, or tick different/ additional options to show to us how your project differed in practice.

Please remember the age and focus tables are about a CORE focus for your work; for example, if a person with a disability accessed your foodbank project you should not tick that the work has a focus on disability. However, if your project is about employability sessions focused on disabled people, it would be relevant to tick disability as a focus.



Impact

In your bid you approximated that the grant would directly work with this number of people.

Please let us know how many people the grant actually reached? *

In your bid you approximated that the grant would have a focus on these age groups.
Please tick to confirm the age groups your grant reached

All ages / the project has no age targeting	0 - 4 years	5 - 11 years	12 - 17 years	18 - 25 years	26 - 64 years	65+ years
Stated Age Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confirmed Age Groups *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your bid you you stated that your grant would have the following focus.
Please tick to confirm the focus of your grant

	Minoritised Ethnic Groups	Employability Needs	Disability	Gender	Sexuality
Stated Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmed Focus *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Page Six:

This page is about your grant budget. The page starts by telling you the value of the grant that you were awarded e.g. £3,400 in the example below.

You then have a budget table. The 'budget' column is pre-populated with the expenditure stated on your original application form. Please use the blank 'actual spend' column to report back to HIWCF on how the grant was actually spent. Please do report variations from your original budget e.g. you may have moved £50 from 'activity costs' to 'volunteer costs'. Please note that the HIWCF Grant Agreement does require you to contact HIWCF about significant changes in grant use as and when they occur.

If you have a remaining balance on the grant (e.g. you have not spent 100% of the grant) you will be provided a narrative box where you can explain why the underspend has occurred. If there is a significant under-spend, we will be in touch to discuss the next steps.

Budget

Grant Awarded £

	Budget	Actual Spend
Staff Costs	£ <input type="text" value="0.0"/>	£ <input type="text" value=""/> *
Volunteer Costs	£ <input type="text" value="0.0"/>	£ <input type="text" value=""/> *
Activity Costs	£ <input type="text" value="3400.0"/>	£ <input type="text" value=""/> *
Core Costs	£ <input type="text" value="0.0"/>	£ <input type="text" value=""/> *
Equipment	£ <input type="text" value="0.0"/>	£ <input type="text" value=""/> *
TOTALS	£ <input type="text" value="3400"/>	£ <input type="text" value="0"/> *

Remaining Balance £

If you are reporting an underspend on your grant, please provide a short description of why this change has happened.

Remaining Balance £

If you are reporting an underspend on your grant, please provide a short description of why this change has happened.
We may be in touch with you about your underspend if it is flagged as a significant underspend. HIWCF can often offer flexible next steps around having an underspend.

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Page Seven:

The first half of this page offers you the chance to give any additional feedback about your experience of running the project. This question is optional.

The second half of this page asks you to upload a supporting document/s that tells us more about your work. You can select one or more of: a case study; a beneficiary quote; or a photo. You will need to upload at least one of these and it forms a core part of your reporting requirement. We expect these to be anonymised and that you have ensured you follow good GDPR practice in how these are shared with us. We will not use them for wider marketing purposes, but we will use them for feedback to the original donor/s.

Feedback

(Optional) Please use this box to tell HIWCF any feedback about your experiences of running the project.

Supporting Documents

Please attach one or more of the following:

- (i) an anonymous case study
- (ii) an anonymous beneficiary quote
- (iii) a photo that shows us your grant in action. *

No file chosen

[Add another document](#)

HIWCF would like your consent to share case studies, quotes, and images with the donor/s of your grant.

All HIWCF funds have a donor/s and it is useful to share feedback with these donors so that they can see the impact that their funding has made.

Please tick to confirm your consent. *

I consent
 I do not consent

Page Eight:

Please use this page to sign-off the information that you have provided.

Declaration

I confirm that the information given on this 'Feedback and Learning Form' is true and my organisation has formally agreed that I can act on its behalf. *

I confirm

I give permission for the feedback and learning information in this form to be provided to the fund-holder/ donor who provided the grant. *

I confirm

Who is completing this form

Name: *

Email *

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At the bottom of the page the 'review form' button allows you to access a full version of your form to read through and check.

Once you have 'reviewed' your form you can either (i) print the page for your records (ii) make a correction and be taken back to your latest draft of the form (iii) press 'confirm' and submit the form to HIWCF.

[Confirm](#) | [✎ Make a correction](#) | [🖨 Print this page](#)

Do email Grantsadmin@hiwcf.com with any questions about the requirements on this feedback and learning form.