End of Grant Reporting Form

HAVA Big Local

**PLEASE READ THIS SECTION BEFORE COMPLETING THIS FORM**

It is important for us to know how the grants we distribute make a difference to the community. By completing this form, you help us measure our impact and we can use this information to encourage funders to support us further.

* Read through this form and make sure you understand the questions before you complete it.
* Please complete and return this form. If you have any questions about how to complete the form, please contact us so we can assist without delay to the return of the information.
* Please answer all questions and provide documentation where required. If the form is not completed fully it will be returned to you.
* Please refer to your original application form when completing this form, as the grant was given specifically for the purpose originally requested. If you deviate from the original agreement you may be asked to repay part of or the entire grant. Please inform the Grants Team if you feel there may be a problem.
* Ensure all receipts and records for the grant spend are kept securely. If we request them, you must send them to us. You should keep the originals for your own records for at least 6 years.
* Please be aware if you do not send this form back promptly and we have to chase you for the information then we will not be able to consider you for another grant.
* If you have any problems completing this form, please contact the HAVA Office for assistance.

HAVA Grant Fund

|  |  |
| --- | --- |
| **Organisation** |  |
| **Date grant was awarded** |  |
| **Person completing form** |  |
| **Position in organisation** |  |
| **Daytime telephone number** |  |

**SECTION ONE: ABOUT YOUR GRANT**

1. **What did you deliver with the grant and how was the funding spent? (max 250 words)**

|  |
| --- |
|  |

1. **Did the project run as planned? Please describe any changes you made or problems you encountered and what you have learned from these. (max 250 words)**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **3.** | **Grant expenditure** | **Amount spent £** |
|  | Staff and Volunteer costs :  |  |
|  | Operational/Activity Costs :  |  |
|  | Office/overhead/Premises Costs:  |  |
|  | Capital Costs ***(please include receipts):***  |  |
|  | Publicity Costs:  |  |
|  | Other (please detail): |  |
|  | TOTAL Project cost |  |

|  |  |
| --- | --- |
| 1. **Has the grant been fully spent? Unspent funding needs to be returned for next year’s grants pot.**
 | **Yes / No** |

1. **If relevant, please explain any significant changes to the budget approved in your grant agreement and give details of any contact you have had with us to agree these changes.**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 1. **How many people directly benefitted from the activity funded by the grant? Please count unique, individual people and not attendances or footfall.**
 |  |

1. **What have been the outcomes for the people supported through this grant?**

|  |
| --- |
|  |

1. **Please tell us about one or two individuals who have benefited from this project, and how. Please include a quote from them, if available. Please change names of individuals if appropriate so that case studies can be used by HAVA and partners (Max 200 words).**

|  |
| --- |
|  |

1. Please identify the ***primary* issue** that has been addressed by this grant by adding a ‘1’ in the correct box.
If applicable, please indicate any other secondary issues (up to a maximum of 2) that are most relevant to your project by adding an ‘X’ in up to 2 other boxes.

|  |
| --- |
| *Healthy and Well* |
| Mental health |  | Health, wellbeing and serious illness  |  |
| Physical health |  | Isolation and loneliness |  |
|  |  | Substance misuse and addiction |  |
| *Thrive and Be Safe* |
| Crime and Safety  |  | Community development |  |
| Anti-social behaviour |  | Community integration |  |
| Offending/At risk of offending |  | Language, culture and racial integration |  |
| Domestic violence and abuse |  | Social inclusion and fairness |  |
| Violence and Exploitation |  | Stigma/Discrimination |  |
| Homelessness  |  | Housing & support |  |
| *Learning, Working and Financially Well* |
| Education, learning and training |  | Life skills and aspirations |  |
| Employability |  | Poverty and disadvantage |  |
| IT/Technology – Digital skills |  | Financial exclusion and financial illiteracy |  |
| *Experience and Play* |
| Sports (organised physical activity) and recreation (leisure activities) |  | Environmental conservation |  |
| Arts, culture and heritage |  | Renewable energies and recycling |  |

1. **Please identify the primary age group that directly benefited from your project by adding a ‘1’ in the correct box.**

|  |  |  |  |
| --- | --- | --- | --- |
| Early years (0-4) |  | Children (5-12) |  |
| Young people (13-18) |  | Young adults (19-25) |  |
| Adults (26-64) |  | Older people (65+) |  |
| Don’t know or didn’t ask |  |  |  |

1. **What difference has this grant made in other ways? For example, more partnership work or strengthened relationships, increased capacity, new services or increased expertise. (Max 200 words)**

|  |
| --- |
|  |

1. **Did this grant lead to any further funding for your work? Will the project become sustainable in other ways such as through volunteers? (Max 200 words)**

|  |
| --- |
|  |

**14. If you have any photographs, leaflets or press cuttings please enclose copies or e-mail them to** **Claire.Schofield@cardigancentre.org.uk** **quoting the name of your group.**

**SECTION TWO: ABOUT YOUR GRANT EXPERIENCE**

**1. Using a scale of 1- 5 (1 being very poor & 5 being very good) please rate your experience of the following:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **QUESTION** | **1** | **2** | **3** | **4** | **5** | **Additional Comments** |
| The application process |  |  |  |  |  |  |
| The layout of the application form |  |  |  |  |  |  |
| Length of time taken for you to receive a decision about your application |  |  |  |  |  |  |
| Communications with HAVA |  |  |  |  |  |  |
| Speed with which you received your grant money |  |  |  |  |  |  |

**2. How did you hear about HAVA Grants:**

1. **Please provide overall feedback about your HAVA grant experience:**
2. **Did you feel supported during your HAVA Grant application? Do you think more support could be offered during the application process and if so, what would have benefited you?**

**Please return to the following address to ensure consideration on all future applications.**

**HAVA, Hawkswood Crescent, Leeds,LS5 3PT**

**Or Email:** **Claire.schofield@cardigancentre.org.uk**