**Annual report form: Level 3**

Please refer to the ‘Guidance notes for completing the annual report form’ before you complete this form.

|  |  |
| --- | --- |
| Grant summary | |
| Grant ID: |  |
| Comic Relief programme area: | *Children Survive and Thrive/ Gender Justice / Safe Place to Be / Global Mental Health Matters / Other (please delete as appropriate)* |
| Organisation name *(grant holder)*: |  |
| Partner organisation(s) *(if applicable)*: |  |
| Project title: |  |
| Project location/s: |  |
| Project start date *(as specified in the COGs)*: |  |
| Grant year covered by the report: | *e.g. Year 1, 2, or 3* |
| Period covered by the report: | *e.g. March 2017 – March 2018* |
| Duration of entire grant *(in months)*: |  |
| Total value of grant provided by Comic Relief (GBP): | £ |
| Contact person who submitted the form: |  |
| Date this form was submitted: |  |

1. **Reflections on overall progress during the reporting period**

|  |
| --- |
| * 1. Please give us an overview of what has happened over the past year and whether you feel you are on track with your overall aims and plans for your project (400 words max.)  *We will be asking you about specific activities delivered against plans later. Here we are asking for a narrative overview* |
|  |

|  |
| --- |
| * 1. Strengths, weaknesses, opportunities and threats   Last year you told us about the opportunities and threats you had identified for the coming year, and told us how you would respond to them (please copy the appropriate text from the previous year’s report). |
|  |
| Looking back at those opportunities and threats, please update us on what has happened over the last 12 months |
| What have been the strengths and successes for your project? (150 words max) |
|  |
| What have been the weaknesses and challenges for your project? (150 words max) |
|  |
| What are you doing to build on the strengths? How will you respond to the weaknesses you’ve identified? (200 words max) |
|  |
| Looking forward to the next 12 months: |
| What are the opportunities for your project? Consider both internal factors (what’s happening within the project and your organisation) and external factors (changes in the environment in which you’re working).  (150 words max) |
|  |
| What are the threats and risks for your project? Consider both internal factors (what’s happening within the project and your organisation) and external factors (changes in the environment in which you’re working).  (150 words max) |
|  |
| How will you make the most of the opportunities? How will you respond to the threats you’ve identified? (200 words max) |
|  |

1. **What is changing as a result of your work?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1. Progress towards outcomes | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Outcome 1 | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | | | | | |
|  | Indicator | | Baseline | Overall project target | Numbers benefitting this year | | | | Numbers benefitting since the start of the project | | | |
| Total | M | F | Gender defined differently | Total | M | F | Gender defined differently |
| 1a | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 1b | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 1c | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | | | | | |
| 1d | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 1e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what has been the progress towards this outcome and what does this tell you about the effectiveness of your approach? (300 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Outcome 2 | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | | | | | |
|  | Indicator | | Baseline | Overall project target | Numbers benefitting this year | | | | Numbers benefitting since the start of the project | | | |
| Total | M | F | Gender defined differently | Total | M | F | Gender defined differently |
| 2a | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 2b | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 2c | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | | | | | |
| 2d | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 2e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 2f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what has been the progress towards this outcome and what does this tell you about the effectiveness of your approach? (300 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Outcome 3 | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | | | | | |
|  | Indicator | | Baseline | Overall project target | Numbers benefitting this year | | | | Numbers benefitting since the start of the project | | | |
| Total | M | F | Gender defined differently | Total | M | F | Gender defined differently |
| 3a | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 3b | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 3c | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Narrative-based (qualitative) indicators | | |
| 3d | *From start-up form* | |
| The change you expected to observe over the life of the project | *From start-up form* |
| Progress this year (100 words max) |  |
| 3e | *From start-up form* | |
| The change you expected to observe over the life of the project | *From start-up form* |
| Progress this year (100 words max) |  |
| 3f | *From start-up form* | |
| The change you expected to observe over the life of the project | *From start-up form* |
| Progress this year (100 words max) |  |
| Looking at the data you have across your indicators, what has been the progress towards this outcome and what does this tell you about the effectiveness of your approach? (300 words max) | | |
|  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Outcome 4 | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | | | | | |
|  | Indicator | | Baseline | Overall project target | Numbers benefitting this year | | | | Numbers benefitting since the start of the project | | | |
| Total | M | F | Gender defined differently | Total | M | F | Gender defined differently |
| 4a | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 4b | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 4c | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | | | | | |
| 4d | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 4e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 4f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what has been the progress towards this outcome and what does this tell you about the effectiveness of your approach? (300 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Outcome 5 | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | | | | | |
|  | Indicator | | Baseline | Overall project target | Numbers benefitting this year | | | | Numbers benefitting since the start of the project | | | |
| Total | M | F | Gender defined differently | Total | M | F | Gender defined differently |
| 5a | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 5b | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| 5c | *From start-up form* | |  |  |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | | | | | |
| 5d | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 5e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| 5f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| Progress this year (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what has been the progress towards this outcome and what does this tell you about the effectiveness of your approach? (300 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 2.2 What other learning have you gathered? This could be related to specific learning areas that are part of your project plan, unintended outcomes that have come out of your project, or learning about your project’s approach. (250 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 2.3 Are there any changes that you want to make to your outcomes or indicators (please provide a clear rationale for any proposed changes)? (300 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 2.4 Please respond to any additional questions or requirements for your grant (see guidance) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

1. **Numbers of people benefitting directly from your project**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1 Progress against your targets - people benefitting directly.  Looking across your outcomes, please tell us the number of people benefitting directly from the project (N.B. this is not the numbers you have reached or trained but the numbers you know have benefitted. So we should be able to see a correlation between these numbers and your outcome numbers) | | | | | | | | | | | | | |
| Type of people benefitting directly | Description | Overall project targets | | | | People benefitting directly this year | | | | People benefitting directly since the start of the project | | | |
| Total | Male | Female | Gender defined differently | Total | Male | Female | Gender defined differently | Total | Male | Female | Gender defined differently |
| Core target groups | *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total number of people benefitting from core target groups* |  |  |  |  |  |  |  |  |  |  |  |  |
| Frontline workers | *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total number of frontline workers* |  |  |  |  |  |  |  |  |  |  |  |  |
| Other groups benefitting directly | *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *From start-up form* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total number of people benefitting from other groups* |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 Diversity and hard to reach groups | | | | | | | | | | | | | |
| Last year you told us the following groups were, or could be, under-represented in accessing or engaging with your project, and you outlined what you would be doing to address this (please copy relevant text from last year’s report): | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please outline the following (250 words maximum):   * How successful have you been in the past year in engaging these groups? * Which groups remain under-represented in accessing or engaging with your services? * How do you plan to address this in the next 12 months? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

1. **Project activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.1 Have you delivered what you planned in the past year? | | | | | |
|  | Main activities that were planned for the past year | Target number of people to be reached | Main activities delivered in the past year | | Number of people who were actually reached |
| 1 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 2 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 3 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 4 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 5 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 6 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 7 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 8 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 9 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 10 | *From start-up form / last annual report* | *From start-up form / last annual report* |  | |  |
| 4.2 What (if anything) did you need to change and adapt from your original plans? (300 words max) If you have not already explained any major differences between your plans and what you delivered in previous sections of this report, please let us know why and how you changed or adapted your delivery of the project | | | | | |
|  | | | | | |
| 4.3: What activities do you plan to carry out over the next year? | | | | | |
|  | Main activities planned for next year | | | Numbers of people you plan to reach | |
| 1 |  | | |  | |
| 2 |  | | |  | |
| 3 |  | | |  | |
| 4 |  | | |  | |
| 5 |  | | |  | |
| 6 |  | | |  | |
| 7 |  | | |  | |
| 8 |  | | |  | |
| 9 |  | | |  | |
| 10 |  | | |  | |

1. **Budget**

Please ensure you have uploaded your completed financial report alongside this narrative report. To do this you will need to:

* Download the budget from the documents tab for your grant in GEM. Please read the guidance tab as a first step
* On the ‘Annual reporting’ tab please complete the relevant blue and orange cells which will include:
  + Providing an overview financial narrative for the year in the blue box at the top of the tab, explaining any significant variances against your budget and the rationale behind any major revisions you are proposing for future years’ budgets
  + Entering the amount of income you received this year for the project in the relevant ‘Received income’ column in the first table
  + Completing the ‘actual spend’ column for the relevant reporting year in the budget table
  + Making any revisions to future years’ budget lines in the ‘Revised budget’ columns
  + Adding notes in the ‘Notes’ columns to explain major variances or revisions on significant individual budget lines
  + If your project is international, add the exchange rate you have used to convert your currencies into the £GBP figures you have entered in the budget

When the report is due you will receive a task to complete in GEM. Upload the budget file into GEM using the separate financial report upload section.

|  |  |
| --- | --- |
| 5.1. FOR UK PROJECTS ONLY: If you are based in the UK and are using part of the grant to pay for salaries, please confirm by placing an ‘X’ in the box to the right, that you are aligned with the latest Living Wage rates ([www.livingwage.org.uk](http://www.livingwage.org.uk)) in calculating these salaries: |  |

1. **Communications and information products from your project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1 Case study: Real-life example of a person helped (350 words maximum)  Please provide us with an inspirational case study (written or video) which highlights the difference your work has made to someone’s life. We are looking for a concise story, including a brief background to the issue/need you have addressed, how and why the project helps and the result for the person’s life or the issue addressed. Please don’t use real names or any identifiable details (addresses, school details, phone numbers etc.). We may get in touch if we have any follow up queries or we’re interested in finding out more about this story. | | | | | | | |
| *Write narrative or provide link to a video (please don’t insert a data file)* | | | | | | | |
| 6.2 What our funding could buy: One of the ways in which we try to raise money for projects like yours is to show the public how the money they donate can make a real difference to people’s lives. Please give at least 3 examples of what any of the amounts listed below have paid for in your project (or will pay for in the next year). Note who benefits from this purchase, or why buying this item is important.  If your example does not exactly match the amounts (for example, something costs £3) specify a new value and state what it will pay for. Please note the example must apply to something Comic Relief funds in your project. | | | | | | | |
| £1 |  | | | | £50 |  | |
| £5 |  | | | | £100 |  | |
| £10 |  | | | | £200 |  | |
| £20 |  | | | | £1000 |  | |
| Other | £ | |  | | Other | £ |  |
| 6.3 Did you or your partners receive any special recognition this year (e.g. awards)? (100 words max) | | | | | | | |
|  | | | | | | | |
| 6.4 Please provide links to any key learning resources, videos, blogs or reports that you have produced about your project this year | | | | | | | |
|  | | | | | | | |
| 6.5 Social media: Please update us on any social media you use or any social media campaigns you are planning in the coming year | | | | | | | |
| Facebook | | *Add a weblink* | | Twitter | | *Add name and hashtags* | |
| Other | | *Please provide links to any other social media sites used to promote your organisation’s work.* | | | | | |
| 6.6 Are you planning any social media campaigns in the coming year, or significant social media activities around any particular ‘international day of…’? | | | | | | | |
| Yes/No | | | | | | | |

1. **Keeping us informed**

We understand that over the lifetime of any grant you’re likely to encounter a range of unexpected issues.

As part of our conditions of grant we ask grant holders to let us know immediately when significant issues arise, so we can work to support you. You should do this as soon as issues come up. However, every six months, we also ask all grant holders to answer the simple questions below to ensure significant issues aren’t missed.

Comic Relief has a lot of experience in supporting grantees through changes and challenges so there may be ways we can help you minimise the effect these changes have on your grant. If you flag anything which we need to follow up on, then your grant owner will get in touch.

|  |  |  |
| --- | --- | --- |
| Statement | Yes | No |
| Has your organisation experienced any negative publicity? |  |  |
| Are you aware of any allegations that any part of your funding has been misused? |  |  |
| Have there been any changes to your Trustees or your senior management team? |  |  |
| Have there been any significant changes to key staff working on your grant (particularly where the post/s are funded by Comic Relief)? |  |  |
| Have there been any changes to your organisation’s finances (or those of any partner organisations for the grant) which could impact on to the delivery the funded work? (for example, loss of important income source, deficit in previous financial year, unexpected costs incurred) |  |  |
| Have legal proceedings been instigated against your organisation or any partner organisations for the grant? |  |  |
| Has your organisation, or any partner organisations for the grant, experienced any safeguarding incidents? |  |  |
| Have you made any serious incident reports to statutory regulators (for instance, to the Charity Commission, Registrar of Companies, Office of the Scottish Charity Regulator, Information Commissioner’s Office, the Fundraising Regulator or any NGO regulator)? |  |  |
| For any statements where you have ticked “yes”, please briefly explain what has happened – *200 words* | | |
|  | | |

1. **Feedback on us**

|  |
| --- |
| 8.1 Please tell us about any areas of your relationship with Comic Relief that have worked well and any that have worked less well and could be improved (max 300 words) (e.g. ongoing management and support of your grant, contact with us, experience of hosting any Comic Relief visits or taking part in filming/media work) |
|  |