**Annual report form: Level 1**

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

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| 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**

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

| * 1. Tell us what changes you are seeing amongst the target groups you are working with and how your project is contributing to that change (300 words max). Later in the report, we will ask you to provide a specific case study of an individual you have supported – here we are asking about what you are seeing across all those you work with |
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| * 1. What have you learnt over the past year? (300 words max) This may be about the type of change emerging from your work, how that change is happening, practical issues of delivering and managing the work etc. |
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| * 1. Please respond to any additional questions or requirements for your grant (see guidance) |
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1. **Number of people benefitting directly from your project**

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| * 1. Progress against your targets – people benefitting directly   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). Shaded areas should be copied from your agreed start-up form. | | | | | | | | | | | | | |
| 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* |  |  |  |  |  |  |  |  |  |  |  |  |

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| 4.1: What activities do you plan to carry out over the next year? (300 words max) |
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1. **Project activities**
2. **Budget**

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| 5.1. Please enter your actual spend for this year and any revisions necessary to future years’ budgets in the table below. | | | | | | | | | | | | | | | | |
|  | Year 1 | | Year 2 | | | Year 3 | | | Year 4 | | | Year 5 | | | Total | |
|  | Original budget | Actual spend | Original budget | Revised budget | Actual spend | Original budget | Revised budget | Actual spend | Original budget | Revised budget | Actual spend | Original budget | Revised budget | Actual spend | Total original budget | Total actual spend |
| Salaries |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overheads |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Direct project costs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monitoring, evaluation & learning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisational/ capacity development |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Capital costs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL (GBP) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 5.2. Please explain any major under or overspend (of 20% or more) on any expenditure line above and tell us the rationale behind any revisions you are proposing in future years’ budgets to take this into account (Maximum 300 words). | |
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| 5.3. 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**

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| 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 weblink* | | Twitter | | *Add name and hashtags* | | |
| Other | | *Please provide links to any other social media sites used to promote your organisation’s work.* | | | | | | |
| 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 minimize 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.

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| 7.1 Is there anything you need to notify us about in relation to your organisation and this project? | | |
|  | 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 which could impact on your ability to deliver the grant? (for example, loss of important income source, deficit in previous financial year, unexpected costs incurred) |  |  |
| Have legal proceedings been instigated against your organisation? |  |  |
| Has your organisation experienced any safeguarding incidents? |  |  |
| Have you made any serious incident reports to statutory regulators (for instance, to the Charity Commission, Office of the Scottish Charity Regulator, Information Commissioner’s Office, the Fundraising Regulator). |  |  |
| 7.2 For any statements where you have ticked “yes”, please briefly explain what has happened | | |
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1. **Feedback to us**

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| 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) |
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