**Annual report form: Level 2**

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

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| Funding summary | |
| Funding 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 *(funding holder)*: |  |
| Partner organisation(s) *(if applicable)*: |  |
| Title of work under this funding: |  |
| Location/s where work is taking place: |  |
| Funding start date *(as specified in the COFs)*: |  |
| Funding 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 funding *(in months)*: |  |
| Total value of funding 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 were able to deliver the plans you had for this year (2400 characters max.) *We will be asking you about specific activities delivered. Here we are asking for a narrative overview* |
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| * 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). |
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| 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 work under this funding? (900 characters max) |
|  |
| What have been the weaknesses and challenges for your work under this funding? (900 characters max) |
|  |
| What are you doing to build on the strengths? How will you respond to the weaknesses you’ve identified? (1200 characters max) |
|  |
| Looking forward to the next 12 months: |
| What are the opportunities for your work under this funding? Consider both internal factors (what’s happening within this work and your organisation) and external factors (changes in the environment in which you’re working).  (900 characters max) |
|  |
| What are the threats and risks for your work under this funding? Consider both internal factors (what’s happening within this work and your organisation) and external factors (changes in the environment in which you’re working).  (900 characters max) |
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| How will you make the most of the opportunities? How will you respond to the threats you’ve identified? (1200 characters max) |
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1. **What is changing as a result of your work?**

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| 2.1 Progress towards outcomes | | | | | | | | | | | | | | | | | | | | |
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| Outcome 1 | | | | | | | | | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | | | | | | | | | |
| Your indicators and the position you hoped to achieve for this outcome by the end of the funding are: | | | | | | | | | | | | | | | | | | | | |
|  | Indicator | | | | | | | | What you wanted to achieve over the course of the funding: | | | | | | | | | | | |
| 1a | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 1b | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 1c | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 1d | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 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? (1800 characters max) | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Overall number of people you hoped would benefit under this outcome | | | | | | | | Numbers of people benefitting under this outcome this year | | | | | | | Number of people benefitting under this outcome since the funding began | | | | | |
| Total | | Male | | Female | | Gender defined differently | | Total | | Male | | Female | | Gender defined differently | Total | | Male | | Female | Gender defined differently |
| *From start-up form* | | *From start-up form* | | *From start-up form* | | *From start-up form* | |  | |  | |  | |  |  | |  | |  |  |
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| Outcome 2 | | | | | | | | | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | | | | | | | | | |
| Your indicators and the position you hoped to achieve for this outcome by the end of the funding are: | | | | | | | | | | | | | | | | | | | | |
|  | Indicator | | | | | | | | What you wanted to achieve over the course of the funding: | | | | | | | | | | | |
| 2a | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 2b | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 2c | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 2d | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 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? (1800 characters max) | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Overall number of people you hoped would benefit under this outcome | | | | | | | | Numbers of people benefitting under this outcome this year | | | | | | | Number of people benefitting under this outcome since the funding began | | | | | |
| Total | | | Male | | Female | | Gender defined differently | Total | | | Male | | Female | Gender defined differently | Total | Male | | Female | | Gender defined differently |
| *From start-up form* | | | *From start-up form* | | *From start-up form* | | *From start-up form* |  | | |  | |  |  |  |  | |  | |  |
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| Outcome 3 | | | | | | | | | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | | | | | | | | | |
| Your indicators and the position you hoped to achieve for this outcome by the end of the funding are: | | | | | | | | | | | | | | | | | | | | |
|  | Indicator | | | | | | | | What you wanted to achieve over the course of the funding: | | | | | | | | | | | |
| 3a | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 3b | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 3c | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 3d | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 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? (1800 characters max) | | | | | | | | | | | | | | | | | | | | |
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| Overall number of people you hoped would benefit under this outcome | | | | | | | | Numbers of people benefitting under this outcome this year | | | | | | | Number of people benefitting under this outcome since the funding began | | | | | |
| Total | | | Male | | Female | | Gender defined differently | Total | | | Male | | Female | Gender defined differently | Total | Male | | Female | | Gender defined differently |
| *From start-up form* | | | *From start-up form* | | *From start-up form* | | *From start-up form* |  | | |  | |  |  |  |  | |  | |  |
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| Outcome 4 | | | | | | | | | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | | | | | | | | | |
| Your indicators and the position you hoped to achieve for this outcome by the end of the funding are: | | | | | | | | | | | | | | | | | | | | |
|  | Indicator | | | | | | | | What you wanted to achieve over the course of the funding: | | | | | | | | | | | |
| 4a | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 4b | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 4c | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |
| 4d | *From start-up form* | | | | | | | | *From start-up form* | | | | | | | | | | | |

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| 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? (1800 characters max) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Overall number of people you hoped would benefit under this outcome | | | | | Numbers of people benefitting under this outcome this year | | | | | Number of people benefitting under this outcome since the funding began | | | |
| Total | | Male | Female | Gender defined differently | Total | | Male | Female | Gender defined differently | Total | Male | Female | Gender defined differently |
| *From start-up form* | | *From start-up form* | *From start-up form* | *From start-up form* |  | |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| Outcome 5 | | | | | | | | | | | | | |
| *Outcome statement – from start-up form* | | | | | | | | | | | | | |
| Your indicators and the position you hoped to achieve for this outcome by the end of the funding are: | | | | | | | | | | | | | |
|  | Indicator | | | | | What you wanted to achieve over the course of the funding: | | | | | | | |
| 5a | *From start-up form* | | | | | *From start-up form* | | | | | | | |
| 5b | *From start-up form* | | | | | *From start-up form* | | | | | | | |
| 5c | *From start-up form* | | | | | *From start-up form* | | | | | | | |
| 5d | *From start-up form* | | | | | *From start-up form* | | | | | | | |
| 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? (1800 characters max) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Overall number of people you hoped would benefit under this outcome | | | | | Numbers of people benefitting under this outcome this year | | | | | Number of people benefitting under this outcome since the funding began | | | |
| Total | | Male | Female | Gender defined differently | Total | | Male | Female | Gender defined differently | Total | Male | Female | Gender defined differently |
| *From start-up form* | | *From start-up form* | *From start-up form* | *From start-up form* |  | |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| 2.2 What other learning have you gathered? This could be related to specific learning areas that are part of your work plan, unintended outcomes that came out of your work, or learning about your approach. (1500 characters max) | | | | | | | | | | | | | |
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| 2.3 Are there any changes that you want to make to your outcomes or indicators under this funding (please provide a clear rationale for any proposed changes)? (1800 characters max) | | | | | | | | | | | | | |
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| 2.4 Please respond to any additional questions or requirements for your funding (see guidance) | | | | | | | | | | | | | |
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1. **Numbers of people benefitting directly from this funding**

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| * 1. Numbers of people benefitting directly.   2. Looking across your outcomes, please tell us the number of people benefitting directly from the work (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 numbers you hoped would benefit from this funding (all from start-up form) | | | | People benefitting directly this year | | | | People benefitting directly since the start of the funding | | | |
| 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 work under this funding, and you outlined what you would be doing to address this (please copy relevant text from last year’s report): | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please outline the following (1500 characters 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? | | | | | | | | | | | | | |
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1. **Activities**

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| * 1. Have you delivered what you planned this year? | | | | | |
|  | Main activities that were planned for the past year | Number of people you hoped to reach | Main activities delivered in the past year | | Number of people who were actually reached |
| 1 | *From start-up form* | *From start-up form* |  | |  |
| 2 | *From start-up form* | *From start-up form* |  | |  |
| 3 | *From start-up form* | *From start-up form* |  | |  |
| 4 | *From start-up form* | *From start-up form* |  | |  |
| 5 | *From start-up form* | *From start-up form* |  | |  |
| 6 | *From start-up form* | *From start-up form* |  | |  |
| 7 | *From start-up form* | *From start-up form* |  | |  |
| 8 | *From start-up form* | *From start-up form* |  | |  |
| 9 | *From start-up form* | *From start-up form* |  | |  |
| 10 | *From start-up form* | *From start-up form* |  | |  |
| * 1. What (if anything) did you need to change and adapt from your original plans? (1800 characters 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 work | | | | | |
|  | | | | | |
| * 1. 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 funding 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 work 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 work 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 Salesforce. Upload the budget file into Salesforce using the separate financial report upload section.

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| 5.1. FOR UK FUNDING ONLY: If you are based in the UK and are using part of the funding 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 work**

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| --- | --- | --- | --- |
| 6.1 Case study: Real-life example of a person helped (2100 characters 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 work under this funding helps and the result for the person’s life or the issue addressed. Please include at least one direct quote from this person. Please also consider whether we might be able to follow up with this person about their experiences | | | |
| *Write narrative or provide link to a video (please don’t insert a data file)* | | | |
| 6.2 Did you or your partners receive any special recognition this year (e.g. awards)? (600 characters max) | | | |
|  | | | |
| 6.3 Please provide links to any key learning resources, videos, blogs or reports that you have produced about your work under this funding this year | | | |
|  | | | |
| 6.4 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.* | | |
| 6.5 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 funding you’re likely to encounter a range of unexpected issues.

As part of our conditions of funding we ask funded partners 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 funded partners to answer the simple questions below to ensure significant issues aren’t missed.

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

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| --- | --- | --- |
| 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 this funding (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 in this funding) 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 in this funding? |  |  |
| Has there been any safeguarding concerns arising from your staff, volunteers and operations? |  |  |
| Has there been any safeguarding concerns reported to you by your partners (or grantees if you are making grants using Comic Relief funding)? |  |  |
| 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 – *1200 characters* | | |
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1. **Feedback on 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 1800 character) (e.g. ongoing management and support of your funding, contact with us, experience of hosting any Comic Relief visits or taking part in filming/media work) |
|  |