**Final year and end of grant report form: Level 3**

Please refer to the ‘Guidance notes for completing the final year and end of grant 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 your final year**

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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 (400 words max.)  *We will be asking you about specific activities delivered against plans later. 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 project? (150 words max) |
|  |
| What have been the weaknesses and challenges for your project? (150 words max) |
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1. **Reflections on the whole grant**

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| * 1. Please tell us what have been the most significant achievements over the life time of this grant (400 words max.) |
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| * 1. What are you most proud of from the grant? *This could be anything related to a key success that you think is important for your organisation or the sector, the difference you have made or the project workers involved.* (350 words max.) |
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| * 1. Did you achieve what you had hoped over the lifetime of the grant? If you did, what were the key factors underpinning this? If not, what key factors prevented this? (350 words max.) |
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| * 1. How sustainable do you think the changes you have achieved will be and how have you tried to build sustainability into the changes? (300 words max) |
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| * 1. What key lessons will you take from this grant into any future work? *These lessons could be related to operational matters, partnership working, project planning and implementation, intervention approaches, understanding of target groups etc.* (350 words max.) |
|  |
| * 1. What are your plans for this project or work in future? (350 words maximum) *Please tell us if you have plans to continue the work funded and if so, how you plan to develop this. Please note that your response here is not linked in any way to any further funding from Comic Relief and we are unable to respond to request for further funding made here.* |
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1. **What has changed as a result of your work?**

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| 3.1. Achievement of outcomes | | | | | | | | | | | | |
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| 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* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 1e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 1f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what have you achieved against this outcome and what learning does this give you about the effectiveness of your approach or the issue the outcome is addressing? (300 words max) | | | | | | | | | | | | |
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| 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* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 2e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 2f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what have you achieved against this outcome and what learning does this give you about the effectiveness of your approach or the issue the outcome is addressing? (300 words max) | | | | | | | | | | | | |
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| 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* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 3e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 3f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what have you achieved against this outcome and what learning does this give you about the effectiveness of your approach or the issue the outcome is addressing? (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* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 4e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 4f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what have you achieved against this outcome and what learning does this give you about the effectiveness of your approach or the issue the outcome is addressing? (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* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 5e | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| 5f | *From start-up form* | | | | | | | | | | | |
| The change you expected to observe over the life of the project | *From start-up form* | | | | | | | | | | |
| What change have you seen over the life of the project (100 words max) |  | | | | | | | | | | |
| Looking at the data you have across your indicators, what have you achieved against this outcome and what learning does this give you about the effectiveness of your approach or the issue the outcome is addressing? (300 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 3.2 What other learning have you gathered from this grant? *This could be related to specific learning areas that were part of your project plan, unintended outcomes that have come out of your project, or learning about your project’s overall approach.* (350 words max) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1 Achievements 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* |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 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 how successful you been across your grant in engaging under-represented or marginalised groups? (250 words maximum): | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

1. **Project activities**

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| --- | --- | --- | --- | --- |
| 5.1 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* |  |  |
| 5.2 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 | | | | |
|  | | | | |

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
  + Adding notes in the ‘Notes’ columns to explain major variances or revisions on significant individual budget lines
  + If your project takes place outside the UK, 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.

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

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| 7.1 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 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 (see the next question, 7.2). | | | | | | | |
| *Upload video or write narrative* | | | | | | | |
| 7.2 Are we able to speak to this beneficiary or someone with a similar story directly? We may want to follow-up with you about this case study, if we want to speak to the beneficiary directly about their experiences (either in person or on camera). | | | | | | | |
| Yes/No | | | | | | | |
| 7.3 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 | £ |  |
| 7.4 Did you or your partners receive any special recognition this year (e.g. awards)? (100 words max) | | | | | | | |
|  | | | | | | | |
| 7.5 Please provide links to any key learning resources, videos, blogs or reports that you have produced about your project this year | | | | | | | |
|  | | | | | | | |
| 7.6 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.* | | | | | |
| 7.7 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.

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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 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**

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| 9.1 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) |
|  |