

A Guide to Reporting Requirements for the CGF UK Branch

We ask all of our partner organisations for a brief interim and final report on their projects in order to:

- determine the change (what and how) that our support is contributing to achieving;
- answer specific questions or examine specific hypothesis which are of concern to us (we aim to develop and deepen knowledge in each of our activity strand areas);
- gather and share learning from individual projects and funding strands;
- improve our understanding of how we might support organisations in the future.

Please keep these reports brief, with a maximum of five sides of A4.

Please be candid as that is how learning is captured.

Your interim/end of grant reports should provide:

1. A summary of what has been achieved

Explain what outcomes you have achieved or made progress towards. Please refer back to the outcomes set out in your original partnership agreement and/or any subsequent amendment we have agreed to these.

Please provide the evidence for these outcomes. This might come from a range of sources including: feedback from beneficiaries, staff, volunteers, experts you work with (e.g. formal or informal meetings) as well as more formal research exercises including consultations and surveys.

We are interested in stories, testimony or case studies about outcomes (where you have them – please do not prepare them only for our benefit!) in addition to hard data, as they provide important context.

2. An account of the particular challenges or opportunities that emerged

Were there particular things that happened (e.g. staff changes) or general environmental factors (e.g. a detrimental change in government policy) that made it difficult for you to achieve the outcomes you were expecting? Did new opportunities emerge for you to pursue/develop the work (e.g. a positive change in government policy)? And, again, how did you respond?

We are asking this in order to put the progress you have achieved in context; we would like to understand not only what change has happened but also why it happened or what prevented it from happening?

3. A discussion on what you have learned or are learning from this work?

Please tell us what you learned by delivering this work; both how it has advanced your knowledge of the subject area and how it has advanced or helped to change your organisation's practice?

Here, you might refer to the specific research questions established for the strand i.e. the questions it was seeking to answer or the hypothesis it was seeking to examine. (See your partnership agreement).

4. A note on any broader impact that the project has achieved

Has the project had a broader impact beyond your organisation and its direct beneficiaries? For example, have you contributed to positively changing key stakeholders attitudes, strategy or practices? Have you made a contribution to the knowledge base beyond that described above?

5. Any comments that you have about our funding approach – things we could do better at any stage of the process and how?

We are always striving to improve our funding practice and welcome your comments about how we work.

NB: This note is intended only as guidance. Your partnership agreement will specify the precise reporting requirements in your case. We may be supporting your project as part of collaboration with other funders. In these instances, we are likely to agree common requirements, which may differ in some respects from those set out in this note.