

The Evan Cornish Foundation

Grantee Progress Report

Progress Reports are important as they help you and us to assess whether you achieved what you set out to do in your application, to identify any unexpected results and any learning that we can both use and share.

We are keen for projects to tell us the “whole story” and not just good news. We recognise that for all organisations everything doesn’t always go right, and things sometimes don’t go to plan or don’t work out. This learning is just as important as when things go according to plan and sometimes more so. We encourage you to be as honest as possible in your responses.

You may insert photos into the document if you wish, and include case studies if appropriate. Please do not send separate documents, but include all the information within this report.

NB: This report is specific to the project you have just undertaken and should not refer to any future application. If you intend to reapply for further funding for this project or another project you will need to apply online at evancornishfoundation.org.uk/how-to-apply

Thank you.

Name of Organisation	
Project Title	
Award Amount	£
Date of Award	
Today’s Date	

1.	What were the key aims or purposes of the project? What activities did you undertake in the last year to achieve these aims?	
	KEY AIMS 1.	ACTIVITIES UNDERTAKEN 1.
2.	Have you achieved what you set out to do? <i>Please refer to each of the key aims/purposes and activities you outlined in Q1 and tell us when activities were completed and how they went. Please use numbers/hard facts (e.g. number of beneficiaries) where possible. If you have not achieved what you set out to do tell us why. Reflect on any evidence of the quality of the work.</i>	

3.	<p>What have you learned? <i>E.g. Did you encounter any difficulties and how did you overcome them? What has gone well or how you might do things differently in the future? What changes have you made (planned or implemented) as a result of what you learned?</i></p>
4.	<p>Is the project continuing? <i>If so, will it be in a similar form or have you incorporated any major changes?</i></p>
5.	<p>Please tell us how your organisation may have changed over the life of the grant e.g. How did the work that we funded fit within the rest of your organisation's activity; b) what has gone well for your organisation and what has proved challenging?</p>

6. **Please provide a breakdown of income and expenditure for the work funded against your original budget.**
If this differs from your original income and expenditure budget please explain why.

Signature	
Name	
Position in Org	
Email	
Date	

Please return this completed form via email to the Charity Administrator:
contactus@evancornishfoundation.org.uk

Please send via email wherever possible. If you need to send via post, our mailing address is: The Evan Cornish Foundation, The Innovation Centre, 217 Portobello Sheffield S1 4DP.

www.evancornishfoundation.org.uk