

The Henry Smith Charity

founded in 1628

Strengthening Communities

Progress Report Questions

The following is a list of the key questions which we will be asking you in your annual progress report. This is for your information only.

Please do not use this document to report to us. We will contact you with a link to our online process in advance of your reporting date.

If you have any questions about the questions we will be asking, please contact your Grants Manager, whose contact details are outlined on your offer letter.

Key questions which you will be asked:

Your Grant from the Henry Smith Charity

- 1. How many people have been helped in this reporting period?**
- 2. How many unique individuals have been helped since the HSC grant started?**
- 3. How much of the HSC grant have you spent to date?**
- 4. Do you have an underspend on your current grant?**
 - a. If you do have an underspend, please state the amount and explain the reasons for it (200 words).**
- 5. Please tell us about whether the changes you expected to see have happened. (500 words)**
- 6. Please tell us about the activities delivered and any changes to what was planned. (300 words)**
- 7. Please tell us about someone who has used your service/s and what happened as a result. (300 words). Do not use real names or identifiable information.**

Your Organisation

- 1. Please tell us whether this running costs grant is helping to develop or sustain your organisation as planned** *please see the terms and conditions of your grant for further details on organisational changes which you must report to us* (300 words)
- 2. What successes has your organisation had in this reporting period?** (300 words)
- 3. What changes have there been in your local area/ community/ sector and how has it affected your work?** (300 words)

Financial Information

- 1. Please attach your latest published accounts.**
- 2. Please attach a budget update covering both income and expenditure and highlight any adjustments or changes to the original budget.**
- 3. How much does your organisation have in reserves?** (we calculate this as net current assets plus investments)
- 4. Over the next 12 months, do you expect your financial position will be the same, better or worse?** (please explain: 100 words)

Additional Optional Questions

- 1. Is there anything else you would like to tell us about?** (100 words)
- 2. Do you have any feedback for us?** (100 words)