

# The Henry Smith Charity

founded in 1628

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**Holiday Grants for  
Children**

**Sample Progress  
Report Form**

# Henry Smith Charity - Holiday Grants Progress Report

## Holiday Grants Progress Report Form

| Holiday Grant Progress Report  |
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| <p><b>Organisation Name</b></p> <p><b>Grant Reference Number</b></p> <p><b>Project Title</b></p> <p><b>Confirm that the trip/holiday we agreed to fund took place. If not, please explain why.</b></p> <p><b>Confirm that you have spent all of the grant we awarded to you.</b></p> <p><b>If funds remain, you must tell us how much is left and how the underspend occurred.</b></p> |

### **Any Additional Material**

If there is anything material you would like to share with us about your trip please attach it here.

### Data protection Statement

*We shall process all personal data provided to us for the purposes of assessing your application, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed [here](#).*

### Third party data

*No personal data concerning third party individuals should be included within your progress report form without their explicit knowledge that their information will be shared with the Henry Smith Charity and potentially other grant makers, and their written consent; below you will be asked to confirm this before the progress report can take place (or alternatively 'be made', or 'accepted').*

*Any additional excessive personal information will not be considered and immediately deleted. Can we please therefore ask that you do NOT include details*

*of named or identifiable individuals, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.*

*Collaborating with other Grant Makers*

*We reserve the right to disclose non-personal information, regarding your progress report, activities and organisation, with other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.*

*Detection of fraud*

*We reserve the right to share personal information to detect and prevent fraud and do not require your consent.*

**I confirm that, to the best of my belief, all information provided in this progress report form is true and correct and I am authorised to submit this progress report form on behalf of the organisation.**

**I confirm that the written agreement and permission (to pass their personal information to the Henry Smith Charity) for all individuals identified in our progress report form has been obtained.**