

The Henry Smith Charity

founded in 1628

Christian Projects

Sample Progress Report Form

Christian Projects

Sample Progress Report Form

Please do not attempt to fill in this form - this document is a sample progress report form and contains the Help Text that accompanies our online progress report form for the Christian Projects grant programme.

Your Details

Please do not use real names or information that would allow us to identify an individual within this progress report form.

Please use sentence case, not capital letters, and if you are copying text from a separate document, please be sure to check that the text has copied accurately.

Organisation Name

If the name of your organisation has changed please notify us before submitting your form.

Grant Reference Number

Below are the contact details which we currently have for you.

If these details are now incorrect, or if some information is missing, please contact Christine Muskett on 020 7264 4970.

Main contact details

These are the main contact details we have for your organisation.

Address

Postal Code

E-mail Address

Telephone Number

Your Grant

You were awarded a grant:

Grant Amount (£)

Project Start Date

Project End Date

- 1. How many people have been helped in this reporting period?**
- 2. How many unique individuals have been helped since your grant started?**
- 3. How much of your grant have you spent to date?**
- 4. Do you have an underspend on your current grant?**

If yes, how much is the underspend?

What are the reasons for the underspend? (200 words)

5. Please tell us about the activities delivered and any changes to what was planned. (300 words)

6. Please tell us about someone who has benefitted from this grant. (300 words)

Do not use real names or information that would allow us to identify an individual.

7.If this is the final year of the grant, what continuation funding has been secured for when the grant from The Henry Smith Charity ends? (300 words)

Please provide details for your projected fundraising strategy for this post/project.

Your Outcomes

1. To what extent do you feel your work/project is achieving its aims and objectives this year?

2.How well have the targets set out in your original application been met? (300 words)

If targets have not been met, please explain why.

3. Have you revised any of your targets for the future? (100 words)

Please provide details.

4. What positive changes (outcomes) has the project produced? (300 words)

5. Have there been any problems delivering the work/project? (200 words)

We are interested to hear about difficulties as well as successes because valuable learning points may be highlighted.

6. Any useful lessons learned that could be of use to other organisations? (100 words)

Financial Information

Please note, once you have chosen the file you want to upload using the 'choose file' button, you must click the 'upload' button to attach the document. If you do not do this, the file will not be attached.

1. Please attach a copy of your most recently published Statutory Accounts.

2. Please attach a budget update covering both income and expenditure and highlight any adjustments or changes to the original budget.

3. Please tick this box if your bank details have changed since we made your last payment for your grant.

If you indicate that your bank details have changed, your next payment will be held until we have received a new bank statement from you in the post.

You must send us an original bank statement (or a copy signed and dated by two Trustees), which is no more than 3 months old. This statement will be copied and the original returned to you. If you are not able to send a recent bank statement, please send an original letter (not a copy) from your bank verifying your Sort Code, Account Number and Account Name. On receipt, we will ensure that your details are stored securely and will inform you by email when a payment has been made to you.

Additional Optional Questions

1. Is there anything else you would like to tell us about? (200 words)

Please comment on any specific organisational or work/project issues that we asked you to report on.

2. Do you have any feedback for us? (100 words)

Confirmation and Authorisation

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.

Please confirm the full name of the individual who completed this progress report form.