



## **Hautlieu School Trust Fund**

### **Reporting back on your grant – Guidance**

#### **Introduction**

Should The Hautlieu School Trust Fund award you a grant, it is because we believe that your proposed project or activity is a very worthwhile endeavour and meets the criteria set out for a grant from the Trust. We also hope that you will derive great deal of pleasure and benefit from whatever you are undertaking and if your project/activity is working as a volunteer that your efforts will benefit or make a real difference to the lives of the people you work with or the environmental project you are supporting. We are very keen and interested in learning from all our funded applicants about the difference our grant has made to you and any others. We therefore ask you to measure and evaluate your project and report back to us.

#### **WHY do we need you to write a grant report?**

Reporting is an important part of the process for the Trustees to see that you have spent the money you have been granted as agreed, and so that we can see the impact it has had on you and other people you may have worked with or the environmental project you have supported. The information you give also helps us collate evidence for the Trustees to inform future decisions and aid in the development of the Hautlieu School Trust Fund.

#### **WHEN do we need to submit the grant report?**

You are required to submit a grant report no later than six months after receiving your grant. The Trustees meet three times per year (once each school term), and it would be most helpful and normally expected that your report should reach the Trustees for their next meeting immediately following the completion of your project/activity. You can complete and submit your grant report either as a hard copy or via email. Please contact the Trust administrator at the school to establish when your report should be submitted.

#### **HOW do you write the grant report?**

The Hautlieu School Trust are not looking for or expecting a lengthy detailed report. There is no set format for the report; we want the grant report to be simple to complete. However, see below the advice on what the Trustees would like to see in your report. Some applicants have found it helpful to keep a diary or blog of all the key moments right from the fundraising beginning through to completing the activity/project.

#### **Your project/activity**

We would like your report to include the following:

- Please describe what happened in your Hautlieu Trust Fund project/activity. Please include any relevant quotes or comments from any other people you worked with.
- Give an overview of your Hautlieu Trust Fund project/activity, including some detail of the specific activities in which you took part. Accompanying images will help.
- Outline what your grant contributed to or paid for. This should be the same as the items applied for in your application, unless previously agreed. If there were any changes to the way you spent your grant, then it would be helpful for the Trust to know how you reallocated the grant and your other funding sources. This is also a chance for you to tell us if anything else changed about the project, for example the timeframes, the actual activity/project or unexpected costs.
- What impact did taking part in this project have on you and, if relevant, other people involved? We are always pleased to hear how you and the work you have done benefitted from this grant. If your project/activity involves working with or alongside others - e.g. voluntary work in Jersey or overseas - it always makes a report more thought-provoking to include any particular stories of young people who have

interesting backgrounds, overcame challenges through taking part, or where you feel the award made a difference to you and their lives. We are also keen to hear directly from the young people too, so if possible, try to involve them in the report writing process. You could include direct quotes from other people in your report.

- What impact has this project/activity had on the way you will approach your work in the future? This is an opportunity for you to tell us about any other future plans you may have arising from your experience.
- Do you have any advice we can pass on to other applicants to the Hautlieu Trust who might be applying to undertake a similar activity/project? In particular, if your grant is to be used to part fund a trip, activity or project being organised through a charity or company, the Trustees would like to hear how efficient and effective the company/charity/organisation were in making arrangements and supporting you through your project. Your thoughts and opinions can help us better support other future applicants who may apply for similar support.
- Any other feedback or comments for the Hautlieu School Trustees? We are always pleased to hear helpful comments or suggestions from grant recipients.

### **Supporting images**

If you would like to provide photograph images or video to go with your report, please email these to [n.falle@hautlieu.sch.ie](mailto:n.falle@hautlieu.sch.ie) These images will support your grant report and we would be delighted to see the results. We may even be able to use your pictures (see below for the permissions you will need), to help raise the profile of the Hautlieu School Trust Fund. If you send us photos or other images from your project and we would like to use them we will always ask you first and check that you have the correct permissions/consents in place. This is to ensure that any young people or adults featured (and their parents or guardians if they are younger than 16) are happy for us to use them. It is good practice to collect these permissions from young people (and their parents or guardians if they are younger than 16) as your project/activity is going along. This saves a lot of time after you have completed your project. If you would like to share your photos with us, you should request permission for Hautlieu School Trust Fund itself or in association with third parties to use them through your own consent forms. We ask that you keep all signed forms safely.

We look forward to hearing all about how your plans and proposals have materialised.

Please be advised that non-completion / cancellation of a proposed activity that has received a grant is subject to return of all funds.

The Hautlieu School Trust