



Reporting Guidelines

Reporting requirements

All grant holders are required to submit at least one brief report, after completion of the project or project phase supported by the grant. This is an opportunity for you to share details of the achievements and implications of the project that the Trust has supported. The information contained in the report is of considerable value to the Trust as it allows us to assess and review the outputs and outcomes of the work that we fund in accordance with our charitable objectives. From time-to-time, for instance for multi-year projects, we may ask for interim reports too but we will let you know if this is the case when we make our award!

Report content

The report may use any reasonable format, including your organisation's standard project report if you have one, but please ensure that you include the following information:

- Project name
- Summarise the original purpose of the grant
- Describe how the grant has been used
- Was the grant used for the purpose as outlined in the application? If no, please explain and include reasons for any changes in the use of the grant.
- Did you secure any other funding for this project? If yes, please specify.
- Photos of the completed project, or 'before' and 'after' photos if relevant.
Note: we may wish to use your photos on our website. Please ensure your photos are GDPR compliant and have permissions for us to use them, and indicate if you **do not** want us to use any of the photos provided.
- More detail about the photos supplied and any other useful links e.g. to the project website, references to project reports, news articles etc.
- Copies of any invoices for purchases made with the grant.
- We do like to see copies of other articles or reports written about your project for other audiences/purposes, but please note that we will not usually accept these as your report for us if sent on their own.

Please also consider the following questions in your report. These are linked to our objectives as a charitable trust, and thoughtful and easy-to-read responses are likely to make a favourable impression on the trustees which may affect future grant applications.

1. Put very simply, what has been the real-world impact of your funded project?
2. What has our funding enabled your organisation to do, which it would not otherwise have been able to achieve?

We particularly like you to include

- Quantitative info and/or “killer stats”: number of people engaged with, number of events held, area of habitat created/restored
 - Qualitative info and/or pithy illustrative quotes: individual responses to your service / examples of feedback from others
3. How has the funding facilitated the future sustainability of your work?
 4. What would additional or future funding from us enable your organisation/group to achieve?

Report submission

The End of Project Report Form must be submitted within three months of the grant end date. Failure to submit an end of project report may cause any outstanding payments to be delayed, and / or may cause The Halpin Trust to refuse to consider further funding requests.

We would be grateful if you would submit completed reports as an e-mail attachment either to your contact at the Halpin Trust, or to: info@halpintrust.org

If you have any questions or comments about writing your report or would like to see examples of ones we have liked, please don't hesitate to contact us at the email address above.