



End of Grant Report Questions

Behind every grant that we award, there is an individual, family or panel of local people who are interested in seeing the project succeed and the difference it has made. This document outlines the standard questions you will be required to report on.

There are no 'right or wrong' answers, so please don't hesitate to tell us about challenges you faced or things that didn't quite go as planned, as well as celebrating your successes.

We will ask for your consent to use the information you share with us at the end of the form. Please don't include any personal data or pictures that you don't have consent to share publicly in this report.

If you have not spent your grant by the date your report is due, please get in touch with us to discuss the best way to proceed.

Grants email: grants@heartofbucks.org

Phone: 01296 330134

Section 1: Project budget

Here, you will be asked to tell us how the grant you received was spent, broken down into categories of spend. The total should add up to the amount of the grant you were awarded.

You will also be asked to provide evidence of spend. [Please see our expectations for financial evidence here.](#)

When reviewing your monitoring, the grants team will look at how you spent the grant, checking it against the original project budget that was approved and the level of financial evidence you provide.

If you have not spent all your grant, please contact the grants team before submitting your report

Question	Guidance notes
Total spend on staff costs	This is a number field. This refers to the awarded grant amount you spent on staff costs.
Total spend on volunteer costs	This is a number field. This refers to the awarded grant amount you spent on volunteer costs.
Total spend on operational/activity costs	This is a number field. This refers to the awarded grant amount you spent on operational/activity costs
Total spend on overhead costs	This is a number field. This refers to the awarded grant amount you spent on overhead costs.

Total spend on capital costs	This is a number field. This refers to the awarded grant amount you spent on capital costs.
Total spend on publicity costs	This is a number field. This refers to the awarded grant amount you spent on publicity costs.
Total spend on any other costs	This is a number field. This refers to the awarded grant amount you spent on any other costs.
Total amount spent	This is a number field. The total amount spent must equal the totals of the amounts entered above. They should also equal the total of the grant awarded. If you have not spent all your grant, please contact the grants team before submitting your report.
Evidence of spend	There is a file section you can upload your financial evidence to. Please refer to End of Grant Monitoring- Financial Evidence for guidance about what financial evidence we would expect to see.

Section 2: Activity and impact

In this section you will be asked about the activities carried out with the funding and about the people who benefitted from your work.

If you have a separate impact report or similar publication that covers the information required in the activities, differences and challenges questions, you may prefer to upload your report at the end of this form instead of completing these sections. If this is the case, please indicate this in those question fields. However, please ensure you still complete the remainder of the questions on this page.

Question	Guidance notes
Completed date	This is a date field. Please input the date relevant to your project end or end of grant period if the project is ongoing.
Has the grant been fully spent?	You will be given the option to select 'Yes' or 'No'. If you have not spent all your grant, please contact the grants team before submitting your report (grants@heartofbucks.org / 01296 330134)
Number of people who benefitted from the work funded by this grant?	This is a number field. You will need to input the number of beneficiaries who benefitted from the work funded by this grant. This relates to the number of direct and indirect beneficiaries who benefitted because of your work relating to this grant. It may be useful to refer back to your original application to see the number you estimated and how you calculated this.

Which group best describes your beneficiaries?	This question is a drop-down list. Please select the group you think best reflects the majority of the beneficiaries.
Primary ethnic group	This question is a drop-down list. Please select the group you think best reflects the majority of the beneficiaries
Primary age group	This question is a drop-down list. Please select the group you think best reflects the majority of the beneficiaries.
What was the Primary Issue addressed through this project?	This question is a drop-down list. Please select the option you think best reflects the Primary Issue addressed by our project.
What area, town, estate etc did the majority of your beneficiaries come from? (225 characters)	This is a free-text box. Please provide the area the majority of your beneficiaries came from for this grant/project.
What activities did you carry out with your grant? (3,000 characters)	This is a free-text box. This should be a broad description. For example: employed project worker to deliver activity sessions for 6 months, purchased equipment, delivered 12 activity sessions, engaged new volunteers with a project, hall hire for a six-week course etc.
What differences did your work make for your beneficiaries & community? (2,000 characters)	This is a free-text box. You should include both qualitative and quantitative evidence. For example: reports of any specific impact measurement tools (e.g. Outcome Star, Warwick-Edinburgh Mental Wellbeing Scale, etc), feedback from those involved in the project/service, number of sessions provided, hours of support given, quotes from beneficiaries, etc. If you have referenced specific impact measurement tools within your original application, you should be able to provide the results of these.
Did you have any unintended benefits or unexpected challenges? How did you overcome these? (750 characters)	This is a free-text box. Please describe any unintended benefits or unexpected challenges you came across relating to your project during the grant period. If applicable, please also include information as to why you have not engaged as many beneficiaries as you had originally planned.
Story of Change (2,500 characters)	This is a free-text box. Please share a story of change that has resulted from this project. If possible, we'd really like to hear your service users voice in the story and are particularly interested to know: • What their involvement was with the project? How did they get engaged with it? • What has changed for them as a result of this project? • Why was this change important to them? • How did the change happen? If preferred, you can upload this as an attachment at the end of this form. You can submit in document or video format as preferred.

Section 3: And finally...

Question	Guidance notes
Please let us know about any media coverage you received or created related to this grant/project (750 characters)	This is a free-text box. If possible, please upload copies of or links to the coverage at the end of this form
We're always keen to improve our processes. Do you have any thoughts you'd like to share about this reporting process, or about our grants in general? (750 characters)	This is a free-text box. For example: You might want to tell us how easy (or not) it was to find out about the grant, what the application process was like, whether our timescales worked for you, how easy (or not) you found it to complete this end of grant form. Any suggestions as to how we could improve the process are very welcome too
Declaration	
In submitting this report to Heart of Bucks you are confirming that the information given is true and complete to the best of your knowledge. Any misrepresentation of fact may give rise to legal action and/or recovery of the grant. You are asked to confirm this declaration below, and to give consent for information, reports, images etc you have given in the course of this report to be used by us and our funders in connection with promotion of our work, our funding programmes, and to celebrate and promote your work. You warrant that you have permission for us to use any images shared with us. We will not share any personal data other than images for which you have indicated consent. The person making this declaration must be authorised to do so on behalf of your organisation.	
Name of person making this declaration	The person named here must be authorised to act on behalf of your organisation
Role of person making this declaration	The role the named person has for your organisation e.g. trustee, CEO, fundraising manager etc
I confirm the information given is true and complete	Mandatory tick box
I give permission for Heart of Bucks and associated funders to use contents of this report as detailed above	Mandatory tick box
Documents upload	
If you have any other information to share that reflects the delivery, success or publicity for your project, you can upload that here. For example: • Photos or videos of your activity taking place • Your Project Impact Report • A Service Users Story of Change (written or video) • Testimonials or feedback from your service users • Copies of media coverage of your work Please upload one file at a time, using the + key to add more documents if required.	

Scoring your End of Grant Report

Once your End of Grant Report has been submitted it will be reviewed and scored by a member of our grants team. The definitions of each score are shown below.

Excellent - an exemplary report with comprehensive qualitative and financial evidence that clearly demonstrates the purpose of the grant, the impact achieved, and appropriate use of funds.

Very Good - a high-quality report meeting almost all of our monitoring requirements. Small additions, such as further evidence of impact, beneficiary insight, or more financial evidence, would strengthen this further.

Good - the report met our standard monitoring requirements and provided sufficient qualitative and financial information to demonstrate how the grant was used. You could strengthen future submissions with more detailed or additional evidence of impact, beneficiary insight and/or more financial evidence.

Needs Improvement - The report provided some of the required information, but there are notable gaps in the qualitative and/or financial evidence, making it difficult to fully assess the impact of the grant or how funds were used.

Significant Improvement Required - The report did not provide sufficient qualitative and/or financial evidence to meet our minimum monitoring requirements.



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