



## Laing Family Trusts Grant Reporting Guidelines

We expect to receive written reports once either:

- Capital projects are completed, or
- The next instalment of your grant is due (please contact us if for any reason you are unable to report at the agreed time), or
- The project or funding period has ended

### Please note:

- **Format** – We do not have a template that you are required to use. If you have already prepared a report for another funder and it covers the relevant information, we are happy to receive it in that format. Please note that:
  - reports should generally be brief, although we do require more detail for larger grants (≥£20k).
  - it is helpful if you include our reference number, grant amount and the name of the awarding Trust/Foundation.
- **Accounts** – If you are the recipient of a multi-year grant and are due another grant instalment, you will need to include a copy of your organisation's latest annual report and accounts, as well as an account of actual project income & expenditure in the previous year and the budget for the year ahead.
- Please **post** all reports to the Laing Family Trusts Office at 33 Bunns Lane, Mill Hill, London NW7 2DX.

### While not everything will be appropriate to all projects, please think about including:

- **Purpose** - A brief reminder of the purpose for which the grant was given and who the project was intended to benefit.
- **Project Delivery** - What activities you have delivered, within what timeframe, and what happened as a result of delivering those activities. If this is an end of grant report, please ensure that this covers the entire period of the grant.
- **Partnerships** – Have you worked with any other organisations to deliver the project?
- **Challenges** – We understand that not all projects run smoothly! Did you encounter any unexpected challenges, issues or risks and how were they managed?
- **Outcomes** – What has been achieved as a result of the project? How do you know that your project has been successful/made a difference? If you have collected any evidence, (e.g statistics, survey responses etc), please include these in your report.
- **Finances** – Was/is the project cost broadly in line with the original budget? If not, please provide a brief explanation of any significant changes and outline how any increase in the cost was met.
- **Learning** – We would be keen to hear what you feel you have learnt as a result of running your project and if you have any plans to replicate it and/or share your learning with others?
- **Case Studies/Testimonials/Pictures** – Photographs and case studies can help to demonstrate the impact of your work. While we enjoy reading/ seeing them, they should not comprise a major part of the report.

**Please note:** Recipients of larger grants (>£20,000) may need to report against bespoke KPIs, agreed at the outset, relating back to the aims and objectives of the relevant Trust/Foundation.