

**Monitoring Report Form**

|  |  |
| --- | --- |
| Organisation Name: | |
| Project Title: | |
| Dates Covered By Report: | Grant ID Number: |
| Name of Main Contact: | Job Title: |
| Email Address: | Telephone: |

We ask all the organisations we fund to provide us with a monitoring report. As well as telling us what the grant helped you to achieve, this is also an opportunity for us to learn about the issues you may be facing. Please be as frank as possible, even if everything did not go to plan, so that we can improve our own grant making.

Monitoring reports are due on the dates set out in your grant offer letter. If we have made a grant over more than one year, we cannot make any further payments until we have received a satisfactory monitoring report and all the financial information we ask for. If you have a query about these dates or the information required, please contact the Grants Administrator, Morin Carew, on [mcarew@raynefoundation.org.uk](mailto:mcarew@raynefoundation.org.uk) or 020 7487 9656.

1. Please answer the questions overleaf using no more than four sides of A4 paper.

2. Please enclose a copy of your most recently audited or independently examined accounts.

3. Please enclose an income and expenditure budget for the project/work we are funding.

4. Please enclose a copy of any case studies or independent evaluations (optional).

|  |
| --- |
| Submitted by: |
| Date: |

*Please return to: The Rayne Foundation, 100 George Street, London W1U 8NU or by email to* [*applications@raynefoundation.org.uk*](mailto:applications@raynefoundation.org.uk)*.*

**Monitoring Report Form Questions**

Please answer the questions below using no more than four sides of A4 paper. In addition, please include a copy of your most recent **audited or independently examined accounts**, and an **income and expenditure budget** for the project/work we are funding. If you wish, you may also enclose a **case study**.

1. What has changed across your organisation since you first received the grant? Please tell us about any significant developments including staffing or Board changes, new partnerships, your financial position or any adverse events.
2. What progress has been made towards outputs and outcomes you anticipated when you applied? Is your project/work achieving what you intended? Perhaps you have encountered unexpected difficulties or new opportunities which have influenced the way that you work.
3. What difference have you made to the people you work with? How many people have engaged with the project/work and what proportion are making positive progress? How have you gathered this information? Please enclose a copy of any independent evaluation, if applicable.
4. Have you learned anything which could be of use to other organisations and are you actively sharing this learning in any way?
5. Please confirm that the grant has been spent on the purpose awarded, and comment on the income and expenditure budget for this work if there is a shortfall or any other change.
6. Final Year Reports: Please reflect on the full term of the grant in your answers above, not just the last year. Please also update us on what will happen to the work now that our grant is at an end – will it continue and if so, how will it be funded?
7. Is there anything else that may impact on your organisation or work which you would like to tell us about?