



The Rayne Foundation

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 Team on applications@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).
5. Please confirm your bank details by sending a recent bank statement. (not applicable if this is your final report).
6. If the address on your bank statement is different from your main address, please explain why or this will cause a delay to your payment.

Submitted by:
Date:

Privacy Statement

The Rayne Charities are committed to protecting your data and privacy in accordance with the provisions of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. Our privacy notice tells you what to expect when we collect your personal information. It tells you how we will use the information and the rights you have in relation to this. To read our privacy notice, please visit our website: <http://www.raynefoundation.org.uk/privacy-notice>.

Please return to: applications@raynefoundation.org.uk or The Rayne Foundation, 3 Bromley Place, London W1T 6DB.

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. Have you had any safeguarding incidents? If yes, please provide an outline and a summary of the actions taken. You must also notify us of any serious incident reported to the Charity Commission or other regulatory body as soon as you are able.
3. 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.
4. 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 relate your answers to the outcomes and beneficiary numbers outlined in your grant offer letter. Please also enclose a copy of any independent evaluation, if applicable.
5. Have you learned anything which could be of use to other organisations and are you actively sharing this learning in any way?
6. 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.
7. 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?
8. Is there anything else that may impact on your organisation or work which you would like to tell us about?