



The Clothworkers' Foundation

Guidelines for submitting Progress Reports

Main Grants Programme

The Foundation requires a progress report from all grant recipients, as the Foundation itself is required to be accountable for the grants it makes and therefore we need to know that the grant has been used for its intended purpose.

In addition, we want to use the reports so that we can learn from the grant-making process. The information provided by the organisations we fund enables us to understand what kinds of projects have worked well and what has been less successful.

We ask for a progress report to be submitted six months after the grant has been paid. However, if the grant is towards a large capital project which is likely to take considerable time to complete, we would expect to receive periodic reports to keep us updated with your progress.

When preparing your progress report please ensure you address the following points:

- Has the grant been used in full?
- If not, please explain why, and when you expect to have fully used it?
- Have you enclosed a copy of your latest accounts as submitted to the Charity Commission, covering the period during which the grant was used?
- If not, when will these be available?
- What contribution has the grant had on your organisation and what effect has it had on your service users?
- How do the outcomes of your project relate to the Foundation's priority under which you made the application?
- How many people have benefited from this grant?
- How has this grant affected other fundraising results?
- Have there been any substantial changes to your organisation since the grant was made? (Staff, premises etc.)
- Please could you give a detailed summary of how you have met your objectives.
- Did you encounter any unexpected issues?
- Provide a breakdown of income and expenditure for the work funded against your original budget.

If you have any photographs illustrating the work funded by the Foundation we would be interested to have copies.