

End of grant reports

We ask all the organisations we fund to send us a short report once our grant ends. As well as telling us what the grant helped you to achieve and how your organisation or project has developed, these reports help us to learn about the issues organisations are dealing with and to make better targeted grants in the future. We would like to receive an end of grant report even if you have subsequently applied for, or received, another grant from Tudor, unless we have agreed that this isn't necessary.

In your end of grant report we ask you to respond to the following questions:

- *What has changed across your organisation since you first received our grant - in terms of the work you do, the strength of the organisation and your financial position?*
- *Have you achieved what you intended? If not, why not - you may have achieved something unexpected but which is still positive! What difficulties did you face and what helped you along the way?*
- *What difference have you made to the people you work with? How many people have benefited from your work?*
- *What happens next - how are you positioned for the future?*

We are also interested in your feedback on your experience of getting a grant from Tudor: how could we improve the way we work with applicants and grant holders? If you are comfortable sharing this feedback with us directly then please include any comments or suggestions within your end of grant report.

Here are some points to bear in mind when writing your report:

- The report can be in the form of a letter and can be quite brief (say 2 to 4 pages).
- Before writing the report, please look back at the grant correspondence, including the original offer letter and last payment letter, to see if there are any special points we have asked you to cover.
- If our grant was paid over a number of years, this final report should cover the **whole** of the grant, not just the last year.
- We also want to receive an end of grant report on capital grants: usually one year after the final payment is made, or at a time agreed between you and your Grants Manager. The questions we ask apply as much to capital grants as they do to revenue grants. Whether our grant went towards a new building, a building refurbishment or new equipment we are keen to know what difference the improvements made to the people you are working with, whether you achieved what you intended and how you are positioned for the future. Some photos of the finished work are always appreciated.
- Please contact our Grants Team if you need any further guidance on what to include in your end of grant report, or when to send it to us.
- Please send your report to your Grants Manager or email it to grants@tudortrust.org.uk.