

Restructuring Fund 2011

Annual Report Guidelines (for use when a further payment is due)

We ask for monitoring reports in order to have a complete record of the progress and challenges faced by your organisation as you have carried out the work we have funded. These guidelines are to help you prepare your report and to provide us with the information that we need. If you have any questions, please contact us.

Reports do not have to be elaborate. A simple report no more than 2,000 words long is fine. Additional information and other material are welcome but this is optional and we do not expect it. Your report should cover the areas listed below. In doing so, please enjoy reporting the successes and be frank about the challenges. The reports are for our learning and yours.

- **What have you achieved during the year?**
Using the work plan agreed with the Foundation please describe what you have done and been able to achieve. Please explain any major changes in the work, for example dropping or adding new activities or relevant changes of staff.
- **What factors (positive and negative) have affected the implementation of the work? How did you address challenges?**
- **What impact have the funded activities had on your organisation being more sustainable in the longer term?**
- **What lessons or tools have been generated by your work which would be useful to share with others (for example, advice organisations, the wider voluntary sector and central and local government)? What needs to happen in order to share these lessons and tools?**
- **How has the grant been spent?**
Please provide a table giving details of the project's expenditure during the year. This should show planned and actual expenditures. Please explain any significant differences between planned and actual spending.
- **What are your planned activities and budget for the coming year?**
Please include details of any changes to the project's objectives and activities, and why the changes are necessary.

You may send your report by post or e-mail to baring.foundation@uk.ing.com