

## **Closing Report (see Clause 17 of grant conditions)**

When your grant is coming to an end we will write to you asking you for a final report. **This should be a maximum of 6 sides of A4. We would be grateful if you could send this report electronically, ideally as a Word document.**

We find it is very helpful to us to have reports from all grant-holders in a standard format. This report is a condition of the grant, although you are welcome to send other reports and copies of materials.

These are the questions we will ask you. They may be easier to answer if you keep relevant records from the beginning of the grant. Please ask your named Grant Officer if you need clarification about your closing report.

If you plan to apply for further funding from the Trust before your current grant comes to an end, we ask that you submit your closing report at the same time as the new application papers. This allows the Trust to consider a new request in the context of the work undertaken over the course of the current grant. If necessary, you are welcome to signal in this closing report that further activities are still envisaged before the grant concludes.

### **Reviewing the work undertaken**

1. Have the original objectives of the work supported by JRCT (as set out in your application) changed during the grant period? If so, how?
2. Which of the objectives have been most successfully achieved? In what way were these areas particularly successful? Why?
3. Which of the objectives have been least successfully achieved in your view? In what way were these areas not successful? Why?

### **Significance and learning**

4. In your view, what impact has the work funded by this grant had? Is there any evidence to support this?
5. In what ways do you think that the impact achieved by the work contributes to JRCT's policy priorities? Do you have any comments on the ongoing relevance (or otherwise) of the Trust's priorities?
6. Are there any lessons from the work which you think may be transferable to other social change initiatives (in addition to the necessity of funding)?
7. Was any evaluation carried out of the work (internally and/or independently)? If so, please send us any resulting reports.

### **Plans and outlook for the future**

8. Is this area of work continuing? If so, have you secured new funding for it?
9. Have you spent all the funds we gave you? (If you are carrying forward a balance, please explain your plans and timeframe for spending these funds.)
10. Has the organisation as a whole changed significantly during the period of this grant – in terms of staff, location, strategy, finance, funding base, etc.?

### **Relationship with JRCT**

11. Have you found the relationship with the Trust satisfactory? What has worked well? What could have been better?

### **Other comments**

12. Are there any other comments you would like to make?