# Reporting Guidance for Funded Organisations

We value work you are doing and use progress reports to understand how our funding is helping achieve our shared quality of life goals.

To make reporting straightforward and beneficial for both of us, we only request the information we truly need and will use. You are welcome to use this template or submit a report you already produce.

## Reporting Guidelines

* **Keep it brief**: Please keep each section of your report to no more than 500 words.
* **Focus on Outcomes**: Base your report on the progress towards the agreed key outcomes set for the duration of our funding.
* **Share Challenges**: We are genuinely interested in hearing about any challenges or unexpected outcomes, How did you adapt and learn from these experiences?

## Stay Connected

Please keep us informed about any significant updates, changes in how you plan to use the grant, or changes in key staff that may impact your service.

Thank you for your dedication and effort in making a difference. We look forward to hearing about your progress*.*

**1. First key outcome**

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| Evidence of progress to date.  What has not gone to plan?  What changes have you made as a result of what you’ve learned? |

**2. Second key outcome:**

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| Evidence of progress to date.  What has not gone to plan?  What changes have you made as a result of what you’ve learned? |

**3. Third key outcome**

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| Evidence of progress to date.  What has not gone to plan?  What changes have you made as a result of what you’ve learned? |

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| 4. External context - Summarise any major changes which have affected your progress towards your outcomes. |

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| 5. Internal context – are there any major issues which have affected your progress towards your outcomes? |

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| 6. Is there anything else you would like to tell us or ask us? Include any conditions of the grant now met, significant changes to future plans, or funding. |

## How do I report?

Please provide your report within agreed timescales in grant offer correspondence to [grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk)