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**Explore Grant Reporting Form**

**Introduction to reporting**

Propel is a collaborative approach between funders and civil society to support long term, systemic change. Propel is about progressing in partnership towards a more equitable London. We want reporting on your grant to be part of how you learn and how we learn together about what is working.

This reporting form can be used for all Explore grants made in Round 1 (2023).

**How to navigate your report**

There are eight reporting questions, split into three categories:

**Compliance**

1. Did you do what you proposed you would do? If there were changes, tell us why.
2. Did you spend what you thought you would spend? Please provide a summary of budgeted and actual spend.
3. Have there been,  or are there about to be, big changes in your organisation?

**Reach**

1. Did you reach the communities that you intended to? If no - please outline how that changed as your exploration developed. If yes, please explain how
2. Tell us about your consultation and collaboration with your target communities throughout the course of the grant – how did this shape the work that you did?

**Learning**

1. What did you learn about the issue you were exploring and what change might be possible?
2. What support from funders or from the Propel Partners has been useful in your exploration?
3. Any other reflections or comments you would like to share?

In each section, we explain why each is needed, who will see the information you provide and what the information will be used for.

**When you need to report**

You will need to submit a report after the end of your Explore Grant. This should be done within 2 months of the end of your grant year.

**How to report**

You can use this Word document to draft your report. You can then transfer these answers into the reporting form on the Propel Portal, in the Organisational Information section.

**Getting help**

If you have any questions about the form, or want to discuss what is needed from you, contact your Grant Manager. If you need help accessing your account on the Propel Portal, contact [info@LondonPropel.org.uk](mailto:info@LondonPropel.org.uk).

**SECTION 1: COMPLIANCE**

**Why funders need to know this:**

Propel funders will need to know that you spent your grant in the way that you thought you would do, and to understand any differences. Funders have signed a grant agreement with you, and need to know that the agreement has been honoured, or whether any changes need to be made.

**What flexibility is possible?**

Flexibility around compliance will vary from funder to funder, and if you know that your grant request might change, it’s best to contact your grant manager for a conversation about this in advance, rather than waiting until you submit a report at the end of the grant.

**What funders will do with the information:**

Funders collect this information for their own audit i.e. to show that they have used their funds in line with their own governing document.

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| Compliance Questions | |
| 1 | Did you do what you proposed you would do? Please tell us about any changes.  *You should link back to your proposal here. We know that things will have changed during the course of your exploration, tell us why and how.* |
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| 2 | Did you spend what you thought you would spend?  *You can include a simple budget vs actual spend table here. If there is money unspent, how do you suggest you might use it?* |
|  |  |
| 3 | Have there been,  or are there about to be big changes in your organisation?  *For example, a change on your board or in your senior staff team, a change of organisation name or governing document?* |
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**SECTION 2: REACH**

**What funders need to know:**

It’s important for all of us involved in the Propel programme – funders, equity partners and funded organisations - to understand which communities we’re reaching, and how we’re working with them.

**What flexibility is possible?**

Funders have carefully selected a range of applications to fund in order to reach Propel’s priority communities (Communities experiencing racial inequity, Deaf and Disabled People, LGBT+ People, Women and girls), and want to ensure they’re the communities benefiting from Propel’s grants. So, whilst the scale of reach is flexible, (e.g. we wanted to reach 50 people but only reached 20), we do require the prioritised groups to remain the same, e.g. if you said the project was by and for LGBT+ people, that should remain true.

We recognise that you will need to respond to changing opportunities and challenges throughout the lifetime of your grant. If you know that you will need flexibility, it’s a good idea to discuss this with your grant manager sooner rather than later.

**What funders will do with the information:**

Funders will review this information individually for their own reporting purposes.

Propel partners will also review collectively the information on reach in order to understand where gaps are emerging and whether any additional grants may need to be made to reach communities who are proving harder to support through this programme.

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| **Reach Questions** | |
| 4 | Did you reach the communities that you intended to? If no - please outline how that changed as your exploration developed. If yes, please explain how.  *You will need to refer back to your proposal , and explain any differences.* |
|  |  |
| 5 | Tell us about your consultation and collaboration with your target communities throughout the course of the grant – how did this shape the work that you did? |
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**SECTION 3: LEARNING**

**What funders need to know**

The Propel Partners want to understand whether funded organisations are achieving their own ambitions about change, and what you are learning about how change happens.

**What flexibility is possible?**

We can’t learn together without being able to be flexible – if we are trying to deliver change, some things will work better than we expected, and others may not work at all – this is where learning is generated.

**What funders will do with the information:**

Funders will review this information individually for their own reporting purposes - celebrating the successes of funded organisations is a feature in funders’ own reports. Your learning also helps funders to shape their own future work.

This information will also feed back into the Propel Learning Network, supporting us all to reflect together about the extent to which the funded work is achieving the collective ambitions of Propel, e.g. enabling funded organisations to work on systemic issues and address structural inequalities.  It will also help Propel Partners understand how funding and support can work differently to enable change to happen.

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| **Learning Questions** | |
| 6 | What did you learn about the issue you were exploring and what change might be possible?  *This could include any partnerships that have formed as a result of your Explore work.* |
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| 7 | What support from funders or from the Propel Partners has been useful in your exploration? |
|  |  |
| 8 | Any other reflections or comments you would like to share? |
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