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Deliver and Develop 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 Deliver and Develop Grants grants made in Round 1 (2023), **with the exception of those funded** by the Greater London Authority and the Lloyds Bank Foundation (who will have been provided with a separate reporting form).

**When you need to report**

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

**How to navigate your report**

There are eight questions, split into two categories:

**Compliance and Reach**

1. **Did you do what you proposed you would do?** If there were changes, tell us why. What went well? Here you can tell us about your key achievements. What were the challenges and how did you respond?
2. **Did you work with those you were planning to?** If no - please outline how that changed as the project developed. Here you can tell us about your consultation and collaboration with beneficiaries throughout the course of the grant – how did this shape the work that you did?
3. **Did you spend what you thought you would spend?** Please provide a summary of budgeted and actual spend. If there is money unspent, how do you suggest you might use it?
4. **Have there been, or are there about to be, big changes in your organisation**?

**Impact and Learning**

1. **What difference is your work making** for the individuals and communities that you are working with? Do you think that your work so far is contributing to wider change?
2. **What are you learning** from your work about how change happens?
3. **What do you plan to do in the next year**?
4. **What support has been useful** from funders or from the Propel partnership? And, looking forward, what support (financial and non-financial) would be most useful to you?

**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 AND REACH**

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| 1 | Did you do what you proposed you would do? Please tell us about any changes. What went well? Here you can tell us about your key achievements. What were the challenges and how did you respond?  *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.* |
|  |  |
| 2 | Did you work with those you were planning to? If no - please outline how that changed as the project developed. Here you can tell us about your consultation and collaboration with beneficiaries throughout the course of the grant – how did this shape the work that you did? |
|  |  |
| 4 | 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?* |
|  |  |
| 4 | 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?  You can leave this blank if it’s not applicable.* |
|  |  |

**SECTION 2: LEARNING and impact**

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| --- | --- |
| 5 | What difference did your work make/is your work making for the individuals and communities that you are working with? Do you think that your work so far is contributing to wider change?  *It may be that your work is making a difference for individuals but you are still understanding what wider change is possible through your work, or that you have identified possible change but not yet started to influence this.* |
|  |  |
| 6 | What are you learning from your work about how change happens?  *For example, what needs to be in place for change to be possible – for individuals, communities or wider society? And who needs to be involved in making change possible?* |
|  |  |
| 7 | What do you plan to do in the next year? |
|  |  |
| 8 | What support has been useful from funders or from the Propel partnership? And, looking forward, what support (financial and non-financial) would be most useful to you? |
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