



Community Spaces

END OF GRANT REPORT - GUIDANCE NOTES (Small/Medium projects)

These guidance notes offer help for you to complete your end of grant report. You must complete this report along with your final grant claim at the end of the delivery phase of your project. If you have applied for a sustainability grant then this will be monitored separately.

The information we collect helps us to ensure that your project has been completed and also to monitor and evaluate the Community Spaces programme.

It will be useful for you to refer to your project records including:

- Your original application
- Your grant offer letter (including the schedules)
- Your Profile of Expenditure
- Any Variation Of Grant Agreement letters from us approving changes to your project
- Your initial and interim progress reports
- Previous financial claims

Section 1: Your Details

This section should already be complete and shows the details we hold for your project on our system. It is important that you contact your Grants Officer if any of the details have changed or are incorrect.

Section 2: Project Information

<p>1) Project milestones</p>	<p>The milestones in the table should contain the same information you provided in your application form, unless we have since approved any changes in writing. Contact your Grants Officer if you think any are incorrect.</p> <p>Please tell us if they have been completed and the date they were completed. If any have not been completed then please tell us why in the section provided.</p>
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2) Project outcomes

The outcomes should be the same as in the project specification in schedule one of your grant offer letter, unless we have since approved any changes in writing. Contact your Grants Officer if you think any are incorrect.

We want to know how your project has made a difference. Please tell us what work you have carried out which has helped you to achieve your outcomes. We appreciate that in some cases, some of the outcomes may not be fully achieved until some time after your project has been completed but please tell us your progress so far.

Some examples are:

- how your project has improved the local area and how biodiversity in the area has been protected, etc.
- how many more people are using the project for play or walking, how many more regular groups are using the space and what for, etc
- how many more volunteers are involved and what they are doing, how many more people are aware of the environment because of involvement in your project, etc
- how your group's relationship with the local authority has improved, how other organisations have become involved in supporting your project, etc

For further information about outcomes, please visit our website www.community-spaces.org.uk

If there are any outcomes you have not met, or have not fully met, please explain why. This could be due to a number of reasons such as breakdowns of partnerships, people leaving your group, difficult negotiations with contractors, etc. We want to understand the difficulties you have faced so that we can offer guidance to other projects.

<p>3) Who directly benefited from your project?</p>	<p>Please provide an indication of how many people have benefited from your project.</p> <p>People from the local community - By this we mean the number of people who are making use of your project. This does not need to be accurate and can be estimated based on your own observations.</p> <p>Volunteers – By this we mean people involved in your group, people who have been involved in a one-off event or people who have regularly been involved in delivering a part of your project.</p> <p>Organisations – By this we mean organisations that have supported your group either in its delivery or planning.</p>
<p>4) Issues onsite</p>	<p>We want to know how these issues have changed as a result of your project.</p> <p>Please complete this section, thinking about how the issues have improved now your project is complete.</p> <p>Please tell us about any other issues, which affected your project site and how your project has improved these. This could include such things as use of the site by motorcyclists, broken glass, flytipping, etc. Please include whether these changes were expected or unexpected. If there were any negative impacts your project may have had, we would also like to hear about those.</p>
<p>5) Events</p>	<p>Please give us details about what events you have run as part of your project. These can be any kind of activity you have arranged to raise the profile of your project, encourage people to use the project (e.g. launch event), to work on your project (e.g. planting day) or activities that have taken place onsite (e.g. fete).</p> <p>Please include an estimate of how many people attended. Tell us what happened at the event; for example any awareness raising that took place, specific groups your worked with or any physical improvements.</p>

6) Please indicate your project outputs in the following categories	Land improved (inc routeways) – <i>square metres</i>	Please state the area of land improved by your project. This should also include footpaths, bridleways, bike tracks, canal towpaths for their full length at 2m wide. To help you - one hectare is 10,000 square metres
	Number of trees planted	Please also include all hedging plants
	Person days of those actively involved	This measures volunteer input to your project. One person-day is six hours so if, for example, 24 volunteers each worked on your project for two hours they have contributed eight person-days (48 hours) in total. If a local school was involved, don't forget to include the young people.
	Person-days (partner organisations)	This measures what other organisations contributed to your project. If for example, a ranger from your local authority helped you run a tree planting session for three hours that is counted as 0.5 person-day. You could also include time that staff from your accountable body spent on your project (as long as you have not paid them for their time from your budget).
	Number of schools actively involved	State how many schools were involved in the actual delivery of your project. They might, for example, have been involved in consultation, practical tasks or in your launch.

<p>7) What difficulties did you encounter while delivering your project and how did you overcome them?</p>	<p>We would like to know if there were any problems, which caused any difficulty in delivering your project. This may include weather, lack of community involvement, lack of partner involvement, managing contractors, monitoring your project, etc. Please tell us if you have successfully managed to overcome any challenges in delivering your project. This information will help us to assess and monitor similar projects.</p>
<p>8) What other achievements or successes have happened as a result of your project?</p>	<p>We would like to know of any other achievements or successes, which have resulted from your project. This may include additional outcomes not already mentioned, media coverage, special events, etc. It also may include positive changes for volunteers, individuals or new groups the project has attracted.</p>
<p>9) What lessons have you learnt as a result of delivering your project?</p>	<p>We would like to know what you learnt from delivering your project.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Skills – Have any volunteers done specific training or improved skills? (e.g. project management, practical skills); • Design – Think about how your project was originally planned and what you would have done differently; • Delivery – Are there any lessons from working with contractors, other organisations, volunteers? <p>This information will help us to assess and monitor similar projects.</p>
<p>10) What publicity or media interest did your project have?</p>	<p>Tell us if your project had any media attention such as press, TV or radio.</p>
<p>11) What PR activities have you undertaken to promote your project?</p>	<p>Please provide details of any press releases, interviews or presentations you have taken part in about the project. In the space provided please include names of</p>

	<p>publication(s) and date(s) published or interviewed. PR activities can include – press releases, events, profile raising activities such as writing letters to MPs, including information in local newsletters or even creating a newsletter specifically for your programme. Where appropriate please send in copies of press releases or news articles.</p>
<p>12a) Have all items produced been branded using the guidelines in the Publicity Toolkit?</p>	<p>It is important the Big Lottery Fund, Groundwork UK and other funders logos are used to promote how your project has been funded. Please ensure you are following guidelines in the Publicity Toolkit found on our website at www.community-spaces.org.uk/toolkit.</p> <p>Please send in examples, where possible, or photographs, of any items you have branded with the Big Lottery Fund and Groundwork UK logos.</p>
<p>12b) If you have ticked 'No' or 'N/A' please explain why?</p>	<p>Using our branding guidelines and logos is a condition of your grant. If you have not followed these requirements please explain why. Please also tell us what you plan to do in order to ensure branding requirements are met.</p>
<p>13) Please confirm that you have included a copy of your asset register with this progress report.</p>	<p>All assets purchased with our grant need to be registered with us, using our asset register form. You can download this from our website or ask your Grants Officer for a copy.</p>
<p>14) Will you be applying for a sustainability grant?</p>	<p>Please tell us if you are planning on applying for a sustainability grant. Please tick the box that applies to your project.</p>
<p>15) Are you sending in any additional information with this report?</p>	<p>If you are providing any further evidence or photographs with your report then please list them here and tell us which aspect of your project they relate to. Please label all documents and photographs with your URN and project name. The URN can be found in Section 1 of the progress report.</p>

Section 3– About Community Spaces

<p>16) How has Community Spaces helped you to deliver your project?</p>	<p>Please include any feedback you have on:</p> <ul style="list-style-type: none">• The role of your Facilitator and the support they gave you;• The role of Community Spaces staff and the support they provided;• The Community Spaces website or information we have provided to you;• Any other organisation you have had access to through Community Spaces.
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17) How do you think Community Spaces could change or improve to make the programme better in the future?	We would like to know your thoughts about the Community Spaces programme. We strive to offer an excellent service to community groups applying for funding and delivering projects. To do this we will continue to improve our processes and procedures. Please let us know if you have any suggestions to help us improve our application process, our range of support and information, our monitoring processes, etc.
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Section 4: Details Of The Person Completing This Form

Please make sure this section is completed by an authorised signatory for your group and that they have signed the report. An authorised signatory is one of the two people you identified in Appendix B – Setting Up Your Grant Form when you accepted your offer of grant.

If you have any queries relating to the progress form then please contact your Grants Officer at Community Spaces. Contact details can be found in schedule one of your grant offer letter.