

The Henry Smith Charity

founded in 1628

Christian Projects 2025

Sample Progress Report Form

Christian Projects: Progress report

- Word version -

Henry Smith accepts applications and reports via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your application and report; you can NOT submit this version.

The Report is divided into these sections:

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Welcome

We want to make it *easy* for you to report, so here are some tips to get you started:

- You can download a [sample report](#) from our website to help you prepare your report.
- You can add your colleagues to work on the same report by clicking "Manage Applicants" in the top-right corner. You can find a step by step guidance [here](#).
- When you see '*' next to a question, it is mandatory.
- You can change the size of the text boxes to see the entire text. You do this by left-clicking on the symbol in the bottom right corner and dragging the box until it is the size you want.
- You can find [frequently asked questions](#) for this grant programme on our website.
- We ask you not to include diagrams or tables when answering the questions. They will not be included when you submit your form.
- Throughout the form, we ask that you avoid using real names or information that could identify individuals other than the main contact(s).
- The form saves your work automatically as you work, so you can start the form and continue another day as needed.

Your Organisation

In this section, we invite you to share more general information about your organisation.

Your finances

1.1 Have your bank details **changed** since we made your last grant payment?*

Options: Yes or No

[If 1.1 is Yes]

Upload a bank statement or other appropriate third-party report.

Ensure that the document is no more than 3 months old and clearly sets out your banking details - Sort Code, Account Number and Account Name. If you are a school and are unable to send us your bank details in our specified format, we also accept an invoice.

You can only add one document, if you add more than one document only the latest document will be submitted.

Upload document

1.2 Upload the most recently published accounts for your organisation.*

You can only add one document, if you add more than one document only the latest document will be submitted.

Upload document

Your Grant

In this section, please tell us how the project went in the last year and update us on any changes.

The activities

2.1 How many individuals and/or families have you worked with?

In this reporting period*

Since the start of the grant*

2.2 What activities have you delivered and have there been any changes to what was planned?*

Max 300 words.

2.3 Tell us about someone or a community who has used your service(s) and what happened as a result.*

Do not include real names or any information that can identify a person.

Max 300 words.

The Outcomes

2.4 How well do you think your work or project is meeting its aims and objectives this year?*

Options: Not at all, Partly, Largely, Fully

2.6 What positive results has the project achieved?*

Max 300 words.

2.7 Are there any lessons you have learned that you would like to share?*

We're particularly interested in hearing about any challenges you've faced that turned into important learning experiences.

Max 300 words.

The Finances

2.8 How much of your grant have you spent until today.*

2.9 Do you have an underspend for this year?*

As you're 10 months into your reporting period, we understand you don't have final spending figures yet. Please estimate the expenses for the last two months.

Options: Yes or No

[If 2.9 is Yes]

How much is the expected underspend?*

[If 2.9 is Yes]

What caused the underspending?*

Max 200 words.

Is the underspend expected to be more than 10% of this years budget?*

Options: Yes or No

[If Underspend is more than 10%]

What caused the underspending and how do you plan to use the remaining funds?*

Your Grant Manager will reach out to you to discuss and approve the suggestion if this has not happened before this report. If you need to extend the funding period to spend this money, let us know the new proposed end date.

Max 500 words.

2.10 Upload the latest budget, including both income and expenses. Highlight any changes made to the original budget.*

You can only add one document; if you add more than one document only the latest document will be submitted.

Upload document

Other and Submit

In this final tab, we ask that you answer some optional questions to help us learn and improve. Before submitting, you will also be asked if you agree to a Data protection statement.

Additional information

3.1 Is there anything else that you would like to tell us about?

Max 300 words.

Feedback

3.2 Do you have any feedback for us?

Max 300 words.

Data protection

3.3 Do you agree with the below statements?*

- I have read and agree to the Data Protection Statement
 - I have received permission to share the personal information of all individuals named in this form
- Select from drop-down

Options: Yes or No

Henry Smith Charity Data Protection Statement

We process all personal data provided to us in this form for the purposes of assessing your report, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed [here](#).

Third party data

No personal data concerning third party individuals should be included within your form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith and potentially other grant makers.

Any additional excessive personal information will not be considered and immediately deleted. Can we please, therefore, ask that you do NOT include details of named or identifiable individuals apart from key contacts, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.

Collaborating with other Grant Makers

We reserve the right to disclose non-personal information, regarding your application, activities and organisation, to other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.

Detection of fraud

We reserve the right to share personal information to detect and prevent fraud and do not require your consent.