**Covid-19 Long-term support:** Final Report

- Word version -

Henry Smith accepts reports and applications via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your 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 add your colleagues to work on the same report by clicking "Manage Applicants" in the top-right corner. You can find 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.
* 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.
* If there have been any updates to your organisational name or contact details, please let us know.

# Your Organisation

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

## Your community and organisation

1.1 What changes related to the impacts of the COVID-19 pandemic have happened in your local area, community or sector during the entire grant period?

Include how these changes have impacted your work.

Max 300 words.

1.2  What changes have there been in your organisation in this reporting period resulting directly from this grant?

Max 300 words.

# 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 As a result of this grant, how many additional individuals and/or families have you worked with?

Tell us more

How has this grant enabled you to support these people and were there any changes to the number of individuals and/or families from what you were expecting?:

Max 200 words.

2.2 What percentage of the additional individuals and/or families you supported with this grant have complex needs?

By people with complex needs, we mean people needing a high level of support with many aspects of their daily life and relying on a range of health and social care services. This may be because of illness, disability, broader life circumstances or a combination of these.

Tell us more

How do you support these additional individuals and/or families? Include any changes to your expectations in the application

Max 200 words.

2.3 What percentage of the additional individuals and/or families you supported with this grant are from communities or groups of people that you did not support pre-pandemic?

Tell us more.

How do you support these additional individuals and/or families? include any changes to your expectations in the application.

Max 200 words.

2.4 Tell us about someone or a community who has used your service(s) as a result of this grant and what happened as a result.

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

Max 300 words

## The Outcomes

2.5 The activities and related outcomes identified for your grant were:

If you have questions about these, please contact your Grants Manager.

This is populated from your offer letter

2.6 Tell us which actions and outcomes were achieved as planned, and which ones were not or were changed.

Max 500 words.

2.7 Is there any helpful learning about this work you would like to share?

Max 500 words.

## The Finances

2.8 Has the grant been spent in full?

Select from Drop-down

Options: Yes or No

[If 2.8 is No]

What is the underspend?

2.9 Upload the actual budget figures showing both income and expenditure. 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. See examples and guidance here.

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 200 words.

## Feedback

3.2 Do you have any feedback for us?

About this grant or the COVID-19 Long-term support grant programme in general? What did The Henry Smith Charity do well and what could we have done better?

Max 200 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.