

Domestic Abuse Fund

**Learning Report**

Word Version

The Henry Smith Foundation only accepts reports 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 the following sections:

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# Welcome

We want to make it easy for you to submit your report. Here are some tips to get you started:

* You can download a **sample report** from [our website](https://henrysmith.foundation/grants/domestic-abuse-fund/#resources) to help you prepare your report.
* You can **add your colleagues** to work on the same form by clicking "Manage Applicants" in the top-right corner. You can find a step by step guidance [here](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html).
* You can **change the owner** of this form by clicking "Manage Applicants" in the top-right corner.  You can find a step by step guidance [here.](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html)
* If you want to **change contact** for this grant contact us. You can find the details [on our website.](https://henrysmith.foundation/contact-us/)
* When you see '**\***' next to a question, it is a **mandatory question.**
* 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 nameor information, please let us know. You can find the details [on our website.](https://henrysmith.foundation/contact-us/)

## Your Grant

Grant given too

Pre-populated

Start date

Pre-populated

End date

Pre-populated

Grant awarded

Pre-populated

Total grant amount

Pre-populated

Reference number

Pre-populated

# Your Year

In this section, we will ask you to share information about your work that helps us understand and learn about its impact.

## What changes have occurred?

1.1 Tell us about what went well this year, and anything you learned and/or changed as a result.\*

We would like to hear about the things that went well for your organisation and your work this year. This might include successes, progress towards your goals, positive feedback from those you support, or anything you’re proud of. Please also share any learning you have taken from what worked well — this could be about your approach, your team, or how you have responded to the needs of your community.

Max 500 words.

1.2 Tell us about what did not go so well, and anything you learned and/or changed as a result.\*

All organisations face challenges — we do not expect everything to go perfectly. Please be honest about what did not go to plan or proved more difficult than expected. We are also interested in what you have learned and whether it led to any changes in how you work or plan for the future.

Max 500 words.

1.3 Tell us about any positive developments or challenges that have happened in your local area, community or sector that have impacted your work, or may impact your work.\*

We want to understand the context you are working in. Please tell us about any changes in your local area, community or the wider domestic abuse sector that have affected — or might affect — your organisation or the people you support. These could be positive developments, like new partnerships or funding, or challenges such as service closures, policy changes or increased demand.

Max 500 words.

1.4 Please can you update us on your current financial situation.\*

We would like to get a sense of your organisation’s current financial position. We are looking for a simple overview including whether you feel your financial situation is strong and steady, or more uncertain? We would also like to know if there have been, or likely to be, any major changes to your income or expenditure.

Max 500 words.

1.5 Please tell us how the funds have been used.\*

We are happy for the grant to have been used in whatever way your organisation needed — we are just interested in understanding how you chose to use the funding.

Max 500 words.

# 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

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

Max 300 words.

## Feedback

2.2 Do you have any feedback for us?

Max 300 words.

## Data protection

2.3 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

Select from drop-down

**Henry Smith Foundation Data Protection Statement**

We process all personal data provided to us in this form for the purposes of assessing your application, 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.](https://www.henrysmithcharity.org.uk/privacy-policy/)

**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 Foundation and potentially other grant makers.

Before submitting this application, ensure you have not included any personal details or other information that could be used to identify people with relevant lived experience in your organisation.

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.