**Flex Funding:** 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 Grant

In this tab, we ask that you tell us about how the grant has gone in the last year and update us on any changes.

## The activities

1.1 How did you use the funding?\*

Include how the funding supported your work or organisation.

Max 500 words.

## The outcomes

1.2 Did the flexibility of the funding make a difference for you?

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 you would like to tell us about or feedback about this grant or the Flex Fund grant programme in general?

We would be interested to hear what The Henry Smith did well and what we could have done better.

Max 300 words.

## Data protection

2.2 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.