

## Holiday Grants 2025

## Sample Report Form

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| --- | --- | --- | --- |
| **Welcome** | Your Grant | Safeguarding and Risk | Other and submit |

# It is time to tell us how the trip went.

To start, click the **'Next'** button at the bottom right of this page or use the tabs above. Click **'Sign & Submit'** after providing all the information.

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| We want to make it easy for you to fill in this application form. Here are some tips to help you get started:* You can download a [**sample report**](https://www.henrysmithcharity.org.uk/information-for-grant-holders/managing-holiday-grants/) from our website to help you plan your application.
* You can add your colleagues to work on the same application by clicking "Manage Application" 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)
* When you see a '**\***' next to a question, it requires information.
* You can change the size of the text boxes by expanding them; look for this symbol in the bottom right corner .
* You can find[**frequently asked questions**](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/holiday-grants-for-children/holiday-grants-for-children-faqs/) for this grant programme on our website.
* We review applications based on the information provided in the form, so you do not need to send additional documents.
* Please do not include diagrams or tables in answer to the questions. They will not be included when you submit your form.
* Throughout the application, we ask that you avoid using real names or information that could identify individuals other than the contact(s).
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If you have any problems or questions, please don't hesitate to[**contact us.**](https://www.henrysmithcharity.org.uk/contact-us/)

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| Welcome | **Your Grant** | Safeguarding and Risk | Other and submit |

In this tab, we ask you to tell us how the trip went.

## About your trip

1.1 Please confirm that the trip/holiday took place and briefly outline the trip activities. We would also like to hear about the benefits experienced by the children attending.**\***

Max 300 words

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1.2 Do you have an underspend?**\***

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| Select from drop-down |
| If 1.2 is answered with a Yes |
| How much is left of the Grant?**\*** |  | What are the reasons for the underspend?**\***Max 300 words |
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## Supporting document

1.3 Do you have any images you want to share with us?**\***

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| **Select from drop-down** |

1.4 Are there are any other materials (not including images) you would like to share with us about your trip?

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| Select from drop-down |

Please upload the other material below, we ask that you do not include photos.

Accepted file types include: bmp, gif, jpeg, jpg, png, tif, tiff, webp

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In this tab we ask that you tell us more about safeguarding and risk management.

## Safeguarding

2.1 Did any adverse incidents or events occur during the trip?**\***

Select "discuss" if you would want to talk about the incident before answering

During the application process for your holiday grant, we asked about the safeguarding arrangements and risk assessment for this trip. The purpose of asking for this information is to keep informed of funding outcomes.

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| Select from drop-down |

If 2.1 is answered with a Yes

Please provide a brief summary of the incidents including your actions and known outcomes, without sharing confidential information. **\***

Where you disclose a serious or severe adverse event, our Designated Safeguarding Lead will contact you for more information. In certain circumstances, we may need to report to the Charity Commission in our capacity as a grant-making charity. Max 300 words

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| Welcome | Your Grant | Safeguarding and Risk | **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 the trip?

Max 300 word

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## Feedback

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

Max 300 words

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## Data protection

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| 5.4 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 application form.

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| Select from drop-down |

 |  | **Henry Smith Charity 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 application form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith Charity 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. |