



ROTHSCHILD FOUNDATION

LOCAL AND COMMUNITY REPORTING GUIDANCE

Contents

1	Reporting to the Rothschild Foundation.....	3
1.1	Reporting Process	3
2	How to Complete Our Reporting Form.....	4
2.1	Local and Community Reporting Form.....	4

1 Reporting to the Rothschild Foundation

Following your grant awarded through Local and Community Grants programme, we request that you complete a report. This will help us understand the difference made by the Foundation's support and how we can become a more informed and productive funder.

We are interested to hear what has been successful as well as what has not gone well. Our goal is for an open and productive conversation, and to identify useful learning that will inform your work and our funding. The results you share through reports will not prejudice future applications to the Foundation and future instalments of existing grants are determined by the terms of your grant agreement only.

1.1 Reporting Process

Most Local and Community Grants are awarded for a one year project or for core costs. Therefore, one year after the grant is made you will be asked to complete an online reporting form. In rare cases, when a Local and Community Grant is a multi-year commitment, you will be required to complete an online reporting form for each year of supported activity.

2 How to Complete Our Reporting Form

Your reporting to the Rothschild Foundation will be completed online through the online account you created for your grant application. We will email you to let you know when the form is available for you to complete and remind you of the due date for submission.

2.1 Local and Community Reporting Form

Submission Guidance

Requirements and Due Date - To complete the form you will need to share a narrative on the activities delivered with your grant. You will also need to know the age, location, ethnicity and type of beneficiary your project has supported. We would also value a case-study relating the experience of one of your beneficiaries but this information is not mandatory.

The due date of your report will be shown on this page of your form.

Grant Details- This section of the form will automatically pull through the date your grant was awarded, your grant reference number, grant amount and Grant Manager's details.

Organisation and Contact Details

The form will automatically pull through the information provide in your original application form. Please check that the information is still correct and advise your Grant Manager if any changes are required.

Activity Details

Your Activities – Please describe the activities that have been achieved as a result of your grant from the Rothschild Foundation. You may provide a summary of activities and include detail on how and where activities have happened, who delivered them and when. (700 words)

Beneficiaries

About Your Beneficiaries – Please tell us the number of beneficiaries reached during the period of your grant. Please tell us where the majority of your beneficiaries live, their age and their characteristics.

Case Study

Case Study- Please provide a case-study related to the project funded by your Local and Community Grant. It should provide a sufficient level of detail so that your Grants Manager can understand what was done, by whom and understand the value of your project. It is important that your case study does not disclose any information that could identify a particular individual. Please do not use real names in your case study. (300 words)

Case-studies should be examples of good practice and must be well documented, evidence based and demonstrate success or progress related to your project. The following prompts may be helpful when writing your case study:

- Set the scene and provide relevant facts that will bring your case-study to life.
- Identify the key problems and issues your project will address.
- What should be done and who should do it?
- Explain what your project is doing to address this.
- What methods or approaches will you implement to address these issues?
- Identify specifically who has benefited from the work or which groups/organisations have changed something as a result of your project.
- A clear explanation of the process through which your project made a contribution to beneficiaries, or how it came to be taken up or applied.
- If you have a quote or statement from a beneficiary and permission to use it, please use this to demonstrate the success of your case study

Visual Assets – Can you present any results or findings from your project visually? In this section, we provide an upload button where you can attach photography, video, digital assets and infographics, such as heat maps, bubble charts, scatter graphs, as a means to record and profile funded projects. Please ensure you have the appropriate permissions to share these with us and remember to include copyright information where appropriate.

Permission to publish- We like to promote the work of the charities we fund. Please select the box if you give us permission to publish your case study on our website and social media. We will always contact you first before publishing any material.

Declaration

Please ensure you read the declaration. It includes important information about how we use your data and provides a link to our Privacy Policy.

Review My Submission

You can review the information you've provided so far and make any necessary modifications. If you're satisfied with the contents of the form, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

Your Grants Manager will contact you if there are points to clarify.