One-year grants: a guide to online reporting

As part of the terms and conditions of your grant, we ask you to complete reports that allow us to see at a glance how your project is going part way through and once complete.

We encourage you to use this opportunity to share your successes with us and seek support with any challenges.
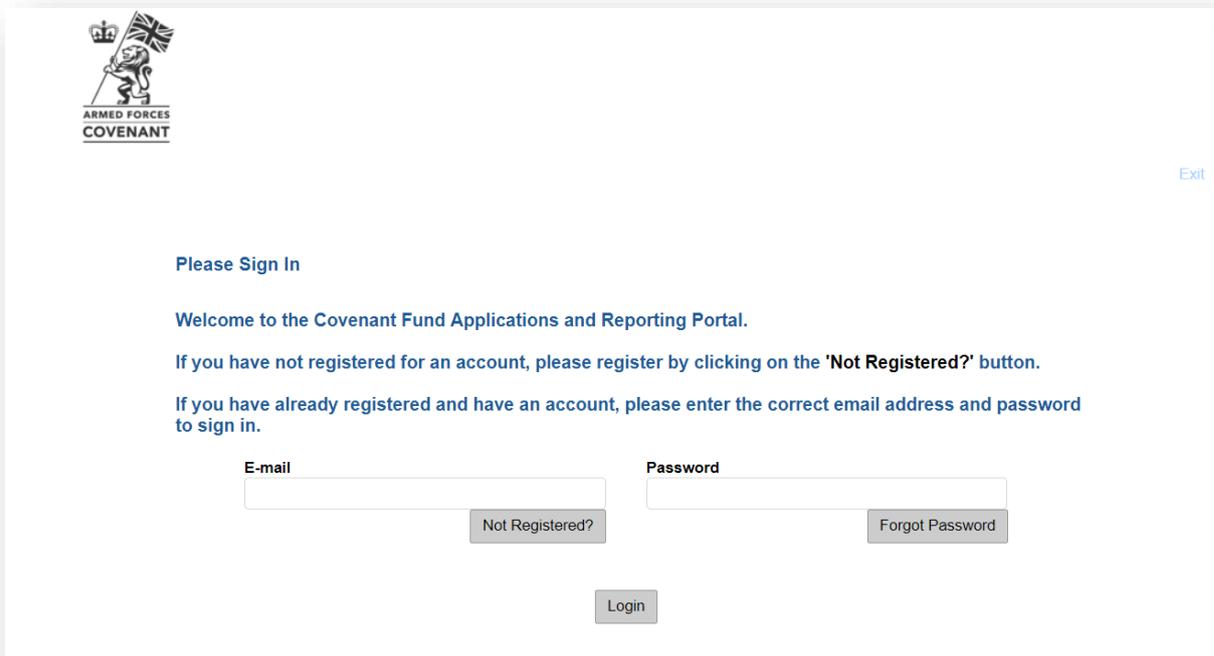
The good news is, you can now do this online!

Just follow these easy instructions on how to access, complete and submit your reports…

Step 1: Creating a log in/accessing your account

We'll send an email to the address that was provided to us as the main point of contact for your grant. Ideally, it will be the same email address that was used to set up the account when you made your application.

This email tells you the type of report we need you to complete and will give you a deadline to submit it by. It will also provide you with a link to the log in screen shown here:

To access your report form, you'll need to have created an account on our online system.

You should have already done this when you made an application, and you would have been asked to enter an email address and password. It is these details you need to use to access your account with us.

Don't have the log in? Clicking 'not registered' won't work here.

Instead, email us with the details of the person trying to access the report (name, email, phone number, job title) and we will transfer the online account over to that person.

This will make that person the new main point of contact for the grant.

Once we've transferred the account, the new person will receive an email asking them to click a link to input their email as a user name and create a password. This will complete the log in set up, and we can then assign the form (and any future forms required) to that new account.

Step 2: Opening your report form

Once you are logged into your account, the page will look like this:
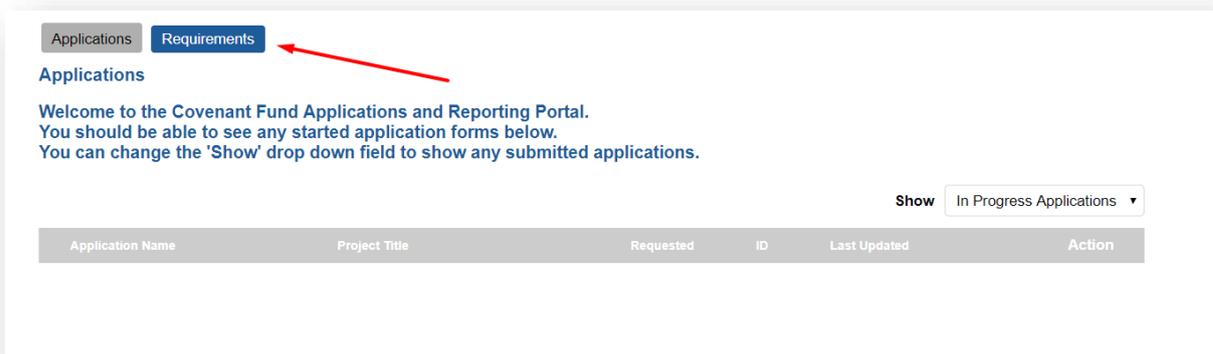
Click on the Requirements button which will then open the list as below
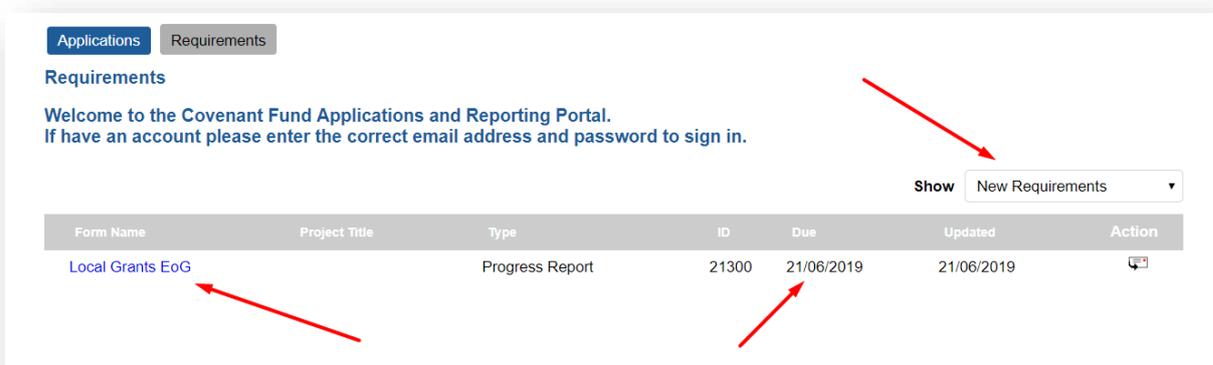
The form that needs completion will be in the New Requirements section of your account. You will see:

- the form hyperlink
- the date it was uploaded, and, most importantly
- the date it is due for submission.

The drop-down box on the right-hand side works the same as the applications view.

Once you have opened the form, it will automatically move it to the 'In Progress Requirements' section, and so, just like when making an application, you will need to log in using the account link further up in this document. Once logged in, select this option to see your forms currently in progress.

Step 3: Completing the form

REMEMBER: just like the application forms, it will time out after 30 mins. So please do use the questions listed in this section for the relevant form and draft your answers offline first to avoid potentially losing any work.

Completing the form follows the same process as making an application.

The type of grant you have will determine which reports we need during the project.

The following table explains:

Type of Grant	Reports Required	When
Up to 1 year: One Single Payment / 2-part payment	Interim Progress Report End of Grant Report	Half way (6 months) Upon project completion (12-13 months)
1 years upwards	Progress Report End of Grant Report	Either Quarterly/6 monthly or Annually Upon project completion

The questions within each report are as follows:

Local Grants: Progress Report Questions

Q1. Progress and impact: Please tell us about your project's progress, including any challenges, and any significant impact so far – 300 words

Q2a. Please identify how many beneficiaries your project has supported so far? - number

Q2b. Please tell us more here about who they are (sub note: if your project has not yet supported any beneficiaries please provide detail here) – 200 words

Q3. Evidence of Activity: Tell us about any publicity and press coverage your project has received so far, as well as any social media coverage or relevant testimonials – (250 words)

(If you have photos of the project so far, you will be able to upload up to 3 here)

Q4. Please tell us if there have been any changes to the point of contact of your project? -   150 words

Local Grants: End of Grant Report Questions

Q1. Please give a brief summary of your project and its intended outcomes – 300 words

Q2. Please tell us how many beneficiaries you had? – number of direct and indirect

Q3. Please tell us why it was a success, including examples of how individual people have benefitted – 400 words

Q4. Explain any differences between your planned and actual expenditure – 150 words

Q5. Please report your summary costing for each item/activity – table to complete

Q6. If you have a project underspend, please confirm the amount below

Q6a. If you have a project underspend, please provide your proposal for the underspend, and we will make a decision depending on the amount remaining and proposed use. Underspend should be used to do more to benefit the people, organisations or communities you've already been working with, whilst still meeting the Local Grant Priority that you applied under. – 250 words

Q7. Please upload your 2,000-word minimum report in any format/style you wish to show case your project.

Q7a. Any link to any press/social media/ testimonials

Veteran's Community Centres – Progress Report Questions

Q1. Progress and impact: Please tell us about your project's progress, including any challenges, and any significant impact so far – 300words

Q2a. Please tell us how many Veterans your community centre currently supports? - number

Q2b. Please tell us about any changes your project has made to the number of Veterans your community centre supports – 150 words

Q3. Evidence of Activity: Please tell us about any publicity and press coverage your project has received so far, as well as any social media coverage or relevant testimonials – 250 words

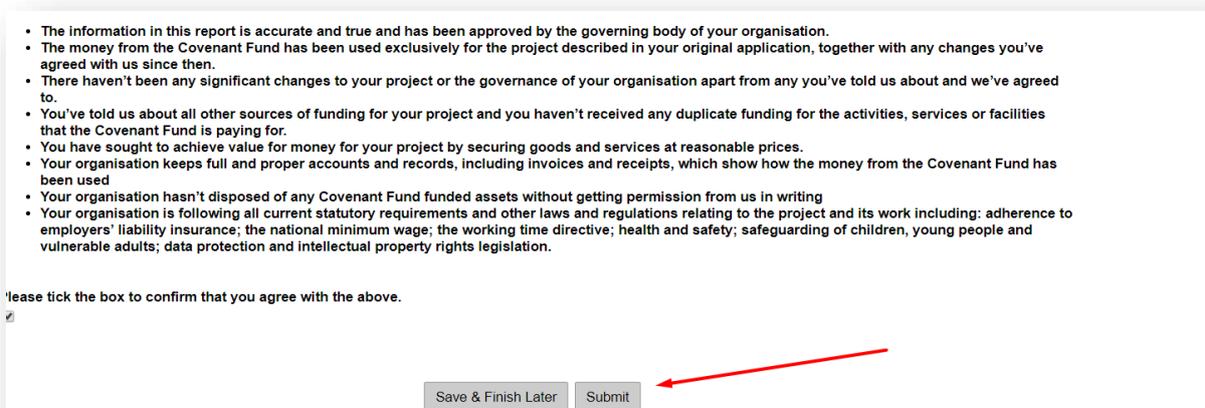(If you have photos of the project so far, you will be able to upload up to 3 here)

Q4. Please tell us if there have been any changes to the point of contact of your project? - 150 words

Please Note (this document will be updated once new programmes and new reports are added)

Submitting your report

Once the report has been completed, you will be asked to review your answers and any that are missing and mandatory will be highlighted.

Once you have finished and pressed update it will reload the screen and then you must **click submit**. Failure to click submit at the bottom of the screen shown here, will mean your report will stay in the 'In progress requirements' section of your account.

After clicking 'Submit', you'll be returned to your account screen and a red message will confirm your submission. You can then click 'submitted requirements' from the dropdown on the right to view the reports you have submitted.

You will also receive an email to confirm you have submitted, giving you a reference number and a copy of the form with your answers.

Once submitted and we are happy with your report, we will pay your next grant instalment as per the schedule we provided you within your award letter.

Where possible this schedule should be followed; however, we understand there may be times you need to change what you wish to claim. If this is the case, then please contact the relevant Grant Manager for that programme, or email finance@covenantfund.org.uk

Please note: We may periodically ask you to provide us with new banking evidence, even if your account details have not changed. Please follow the guidance attached to the payment form (found within the managing your grant section of the website).