The Armed Forces Covenant Fund Trust

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.

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)