

GUIDANCE ON COMPLETING THE ENABLE GRANT REPORT

Accessing the Report

The grant report is provided through your Lloyds Bank Foundation account, which can be accessed through our website: www.lloydsbankfoundation.org.uk

You will be able to open, work on and save the document until you are ready to submit it. You can also email a draft copy to colleagues for comment.

Once submitted the document will be locked and no further changes can be made.

Completing the Report

The form is broken down into three sections for you to provide:

1. Information on how you have spent the grant
2. Information on how the work the grant is funding has progressed
3. A feedback section for you to tell us about changes your charity is experiencing, how our support has helped you and how we can improve our support

You need to complete all sections in order to submit the report.

Section 1 – How our grant was spent

Please report the actual expenditure against the budget requested in your application. If you have money left over please tell us why this is and how you intend to use the funds. Do you need the period of the grant extended or are some things costing less than expected and others more so you need to adjust your budget. If you are overspent we are not able to increase the grant.

Section 2 – How is the work we are funding progressing

Please complete this section to report the successes and challenges you encountered in delivering the funded activity. What outcomes were achieved for the charity? Were there any unexpected outcomes?

Section 3 – Feedback Section

If you have received support under the Enhance programme, please can you provide feedback on this to help us develop and improve the support we offer. At the end of this section there is a box where you can provide general feedback.

Thank you for taking the time to complete the report.