



BRITISH & FOREIGN SCHOOL SOCIETY  
Educational Opportunity for All

## REPORTING ON YOUR BFSS GRANT

The enclosed report form will help BFSS and you to assess the impact of your project. Monitoring and evaluating is vital to BFSS and we realise it is also critical to your organisation. It helps both of us to improve the ways in which we work and informs future development.

For BFSS project reports are a key way to:

- Help collect data in a consistent format so that we can assess our overall impact and compare the different types of intervention supported.
- Make sure your project is meeting the outcomes specified on your application for grant, on the basis of which our Trustees agreed grant.
- Learn from your project's achievements and challenges, add to the body of knowledge which helps us advise other charities and contribute to shared wider learning in the sector.
- Inform our Trustees and Members of the Society about the work we are supporting.
- Ensure that our funding is giving good value and demonstrate the benefits that flow from the grants programme.
- Help BFSS determine future policy and strategic direction.

We use and rely on reports and the information they contain in a variety of ways, including on our website, in our Annual Review of Grant-Giving and at the Grants Workshops we have been holding to share good practice.

You will see that the report form has expandable boxes so please do not feel constrained by the space shown. We welcome fuller information where appropriate (eg in the project outcomes/benefits section). Additional feedback including views of beneficiaries, photographs, video and audio material is also appreciated.

Finally, if you have any questions about completing the report form, please do not hesitate to contact myself or Vic Craggs (Grants Consultant) at [vic.craggs@bfss.org.uk](mailto:vic.craggs@bfss.org.uk) or Belinda Lawrance (Grants Administrator) at [enquiries@bfss.org.uk](mailto:enquiries@bfss.org.uk).

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