

Example Reporting Template for Make A Change:

Organisation:

Name of person submitting:

Date of submission:

Please provide this report quarterly, in addition to the spreadsheet that outlines your anonymous participant data, including demographic data against protected characteristics. These are used as a basis for reporting back to each area and to our funders. Please submit by the last date of the financial quarter:

- December 31st
- March 31st
- June 30th
- Sept 30th

Activity against project plan: *please provide a brief overview of how your work is going against your plans, considering your key milestones. Please outline any project risks you have faced and how you plan to overcome them.*

Deliverables:

Community Outreach: *Please include a description of activities undertaken, any challenges you face and details of the numbers of those you reach where applicable*

Training delivered: *Please include details of any training delivered, type of course and numbers that attended. Please outline any successes or challenges you faced including feedback.*

Referrals received: *Please include numbers and also any observations such as types of abuse, how entrenched the abuse is, referral agencies*

Assessments undertaken: *please give details of the number of assessments you have undertaken, how the outreach model is working, i.e. participants required to come to you or you going to them in the community. Please also provide details of the number of people who were suitable/chose to engage with the service.*

Engaging in group/1:1/ISS: *please explain what the intervention is looking like for example is it in a group or 1:1 setting. Please provide details of any emerging findings, this could be barriers to engaging,*

Service User Engagement and Impact: *please give any details of any service user engagement you have undertaken, this could include focus groups, community outreach, speaking to survivors or perpetrators about their experiences of 'Make a Change' or other programmes. Please outline whether you have been able to gather impact data via the use of IMPACT*

Financial: *Are you on track to spend against your original budgeted plans. Please give details of any under or overspend.*

Safeguarding and GDPR:

Safeguarding: Please highlight any issues that were not able to be managed via usual safeguarding processes for example, where in your opinion, the risks you raised were not managed appropriately or you disagreed with decisions and/or outcomes?

GDPR: please provide details of all breaches

Number of:

Safeguarding Concerns:

GDPR issues:

Details:

Other: *Please outline anything else you think may be of interest or importance especially considering that we are trying to learn from the implementation, best practice, what works and what doesn't, this could include relationships and partnerships as we well as the direct delivery.*

