

Impact and Learning Report - Shortened (Interim)

Grant summary

City Bridge Trust asks all funded organisations for a progress report at the end of each year of funding to outline how the grant has been used, what has been learnt and the difference the grant has made. We read everything you write and learn from it to shape our work across London and to understand how we can best work with and support the organisations we fund.

COVID19: We have created this shortened form in recognition of the demands on our funded organisations in these challenging times. If you are unable to complete this form or answer all the questions please email your Funding Manager directly so we can work out how we can best support you. We want to be as helpful as possible so you can focus on the vital work of supporting some of the most vulnerable people in our communities.

Organisation details

Grant Reference: Organisation Name:

Address:

Name and position of person completing form: Contact email

Telephone

Grant details

Grant Description

Period of grant award:

to

If your grant includes staffing costs, please confirm the name of the postholder(s) and their start date

Project report

Please briefly describe work you have delivered with City Bridge Trust funding over the past year of your grant and the difference it has made. There is no word count, but we wouldn't expect any more than 1 A4 page.

What is the one key thing you have learnt from doing this work? This might be something that worked well, something that failed or something that you'd do differently. There is no word count, but we wouldn't expect any more than a couple of paragraphs.

We understand that accessing data on your service users might be difficult at the moment, so we are not currently collecting data on beneficiary numbers or demographic details (such as age, ethnicity gender). If you have useful learning around reaching specific communities or groups of Londoners through this work, please share it with us. There is no word count, but we wouldn't expect any more than a couple of paragraphs.

Grant spend

Please complete the following financial breakdown for the project or activity that was funded by the Trust for this year of funding only.

We recognise that your needs may have changed due to the current situation – please speak to us if you want to vary your grant.

Capital Expenditure

Description

£

Total Capital Costs:

Revenue Expenditure

Contribution to core costs -----

-
£

Salaries -----

-
£

Sessional workers / wages / expenses -----

-

Direct activity costs -----

-

Other (please specify)

Total Revenue Costs:

Total grant spent:

Total grant awarded:

For any contribution to core cost spend please specify what this included.

Please tick the following box to confirm that all City Bridge Trust grant monies were used towards the benefit of London and Londoners.

No

Is there any unspent grant from payments made by City Bridge Trust? If yes, please enter the amount unspent; if no, please enter '0'.

If the underspend is more than £1,000 please let us know why.

If you would like to use any unspent grant monies please give details of how and when you would like to use them.

Organisational changes & COVID19

Please inform the Trust of any major changes to your organisation or grant as soon as you can. We are here to help.

Thinking about the past year or the period since your CBT grant was awarded, have there been any significant changes to your organisation or CBT-funded grant, including resignations or additions to your trustee board/governing body or your leadership team? If yes, please give more details:

We understand that due to COVID19 things are changing daily and organisations are having to be more flexible than ever. CBT is committed to being flexible and supportive.

If you have already discussed this information with your Funding Manager, or have similar information in a document you can upload instead, you do not need to repeat the details here.

Have you or do you plan to change your CBT-funded work in response to COVID-19?

If yes, please give brief details:

Would you be happy for us to share any new or creative approaches that you are taking during COVID19 with other funded organisations, decision-makers and others that might benefit?

If yes, please give more details:

We are aware that the current situation is likely to increase existing inequalities and create new ones. Please let us know if there are communities you feel are at risk of being particularly excluded at this time and/or if you have developed techniques and approaches to empower and reach different communities.

How are we doing?

If you can spare a few more minutes we would be grateful if you could let us know how well we have supported you as a funder. You can also leave an anonymous public review at the [Grant Advisor](#) website.

Has your City Bridge Trust grant brought any benefits to your organisation beyond financial benefits?

Yes

If yes, please indicate the type of benefits: (tick all that apply)

No Increased number of users/beneficiaries

No Improved reach to different types of users/beneficiaries

No Development of an evidence base

No Support for the organisation's core functions

No Improved partnership work with other organisations

No Improved monitoring and evaluation procedures

No Better press coverage

No Increased organisational sustainability

No Increased effectiveness

Other (please state):

Has this grant had an effect on your other fundraising results?

Please give details of any specific effects:

How have you found your dealings with the Trust?

We are committed to ensuring we provide the best possible support to grantee organisations, and we listen to all feedback. Please let us know if there is anything we could do better for you.

Declaration

I confirm that, to the best of my knowledge, all the information I have provided in this form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance. I request release of the next instalment of our grant and understand that there may be a delay if information submitted is incomplete or if there is an underspend on previous year's award.

Please tick: Name:

No

Position:

How your information will be used by City Bridge Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) uses all reasonable endeavours to comply with the Data Protection Act 2018, which integrates the General Data Protection Regulations. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. In addition, the City Bridge Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law. Our privacy and data protection statement can be found here: www.citybridgetrust.org.uk/privacy/

I confirm that I give my explicit consent for City Bridge Trust to use data relating to my organisation's application as set out above.

Please tick: Name:

No

Position:

Our contact details for enquiries about how we process your information are:

The Chief Grants Officer, City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. * Telephone: 020 7332 3710 * Email: citybridgetrust@cityoflondon.gov.uk

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24-hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk