



Final project report guidance

Your final report should be sent to us shortly after you have completed your project.

You will have already sent in at least one progress report using our reporting template. For your final report we offer you more flexibility in how you tell us about your project and what you have achieved.

Be creative! As long as you cover the points on page 2 of this guidance then you can report on your project in whichever way you feel tells the best story. This could be a written report, a video, an audio recording, through photos, drawing or a collage, a diary or cartoon strip. Or something else. You can upload your report in our online system in a number of ways: documents in a range of formats, media files, links to shared drives or platforms.

Try and involve people who have been involved in your project, including young people.

We encourage you to be as open as possible in your reporting. We recognise that not everything always goes to plan and that you and we can learn a lot from such experiences.

SCF will use your report to understand your project, and your learning to inform any future grants we issue. We will only share your report with SCF employees and trustees. We may use information from it in our analysis to report on the impact of our funding, and to share learning, but we will not identify you or your organisation in this. If we want to share information from your report more widely, for example on our website or communications, or outside SCF then we'll get your permission.

There is no set length for reports, but being succinct will make your report easier to digest!

If useful, in written reports think about using appendices for additional information or examples.

Please cover the points below as clearly as possible using whatever format you choose.

Points to include in your final report

Project name:

Date:

Project overview and key findings

A summary of main points and what you achieved

Project aims

What you set out to do

Project activities

What you actually did

Outcomes

What you have achieved

Report on progress against *each of your outcomes*.

For each outcome, share the measures you have taken. Include numbers where appropriate, but also stories behind the numbers. Bring your report alive using quotes, case studies etc.

Tell us also what has not gone to plan.

Unexpected outcomes

Tell us about anything that has happened as a result of your project which you weren't expecting.

Reflect

Why do you think change happened, or didn't happen? What were the main factors which made your project successful or unsuccessful?

Include information about the wider context which may have had an impact on the project

Your learning

What did you learn as a result of doing the project - how has it impacted on your school/college's work? Would you do anything differently?

Concluding comments

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