

# The Vision Fund - Reporting requirements

All grant holders are expected to report on progress every six months until the project has been completed. We also require a final report when your project ends (or up to six months after). This report is a chance to reflect on the outcomes from your project and to share any highlights. We want to know what difference your grant-funded work has made to the lives of people facing or living with sight loss in London, so that we can understand the impact of our funding and inform our future work.

## Final Report

This form should be completed by grant holders when your project ends (or up to six months after).

If you have any questions about this form, please contact [grants@visionfoundation.org.uk](mailto:grants@visionfoundation.org.uk)

### Charity and contact information

Please provide us with up-to-date contact details.

1. Organisation name:
2. Address:
3. Contact name:
4. Job title:
5. Email:
6. Telephone:
7. Preferred format for communication:

### Grant details

Please tell us which grant you are reporting on.

1. Short project description (1-2 sentences):
2. Date of award (month, year):
3. Project start date:
4. Project duration:
5. Total project cost (including whether this has changed):
6. Total grant amount:
7. Amount of grant received to date:

### Project update

Please update us on activities since your last interim report. We would like to know about things that have gone right and also what’s gone wrong. (500 words max.)

### Project highlights and outcomes

This section relates to your whole project, not just the last six months.

1. Remind us which of our strategic aims your project relates to (opening London up; empowering those at-risk; preventing avoidable blindness). Did you achieve the aims and the outcomes you outlined in your application? If not, why not?
2. What are your highlights? What have you learnt from this project? Is there anything you will do differently as a result?
3. Did you collaborate with other organisations? If so, will this partnership continue?
4. Will this project continue or run again, even though our funding has ended? Please explain.
5. What difference do you think this project has made to the lives of people facing or living with sight loss? How do you know? Attach a summary of feedback or survey results, if possible, including quotes from beneficiaries.
6. Has your project contributed to any research or data collection studies relating to people facing or living with sight loss? If so, we are keen to hear more about this.

### Project reach

Please tell us:

1. How many people facing or living with sight loss directly benefited from the work we funded? Was this different to what you anticipated? If so, why?
2. Has the number of these people that you work with increased because of our funding? If so, how much by?
3. Do you think anyone benefitted indirectly from your project (e.g. family members, carers, employers)? If so, what can you tell us about this?
4. Which London boroughs did you deliver your project in?
5. Did our funding help you work in new locations? If so, where?

### Project finances

Please insert or attach a budget showing how our grant was spent.

### Case study

Please provide us with a case study from your grant-funded work that shows a successful outcome. It should not be possible to identify any individuals (unless they have given consent) and should be one that you are happy for us to share publicly and associate with your organisation. To help frame your case study, we suggest you answer the following questions. (500 words max.)

1. What was the situation before you were involved?
2. What was your involvement?
3. What was the situation after your involvement?
4. What might happen in future as a result?

### Additional information

If you have any reports, articles or images that relate to your Vision Fund project that might help us understand what you’ve been up to or achieved, we would be pleased to see them. Send them to us alongside this report.

### Feedback

Are there any ways, other than funding, that the Vision Foundation could help your organisation? Are there any funders that you think we could learn from?

### Report completed by

Name:

Job title:

Date: