

# The Vision Fund - Reporting requirements

All grant holders are expected to report on progress every six months until the project has been completed. These interim reports help us to understand how your work is progressing and is an opportunity for you to update us on problems or successes from the previous six months.

We will also require a final report when your project ends (or up to six months after). The final 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.

## Interim Progress Report

This form should be completed by grant holders every six months from the date of your award, until your project is complete.

If you have any questions about this form, please contact 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 report on the last six months and include information on what you’ve started, what’s ongoing and what you’ve completed. We would like to know about things that have gone right and also what’s gone wrong. If you anticipate future problems, please also mention this here. We will get in touch if we need more information. (500 words max.)

### Progress towards outcomes

1. Referring back to your application, remind us which of our strategic aims your project relates to (opening London up; empowering those at-risk; preventing avoidable blindness).
2. Briefly explain the progress that has been made towards achieving these aims and the outcomes you outlined in your application.

### Project finances

1. Has your project cost changed since you applied or since your last report? If so, explain why.
2. If the cost has increased, how will this be covered? Do you have any concerns about the potential delivery of the project?
3. How much of our grant you have spent to date? You can insert or attach a Budget if that is easier.

### 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.

### Your project during covid-19

We know that Covid-19 has caused significant disruption to the work of charities and the services they deliver. In order to help us understand the impact of Covid-19 on the project please can you complete the following questions:

1. Did Covid-19 impact your ability to deliver the project? Yes/No (please delete as appropriate)
2. If yes, please explain how you worked around the challenges:
3. If you had to delay your project, do you now have a projected start date for the work? If not, please explain when you anticipate this to be possible.
4. If you had to adapt your project to be able to deliver it in a different way, then please explain how this was done and the impact it will have on your project outcomes.

### Report completed by

Name:

Job title:

Date: