# Trust for London - Interim Report – Online form Text

This is a copy of all the text and questions included in our online reporting form for the interim report (due at the middle point of grants longer than one year at trust for London). It is provided for reference, or if you would prefer to write your responses offline and copy/paste them in. The form is divided into 5 pages. When you have completed it online, there is an option to download a completed copy to save or print before finally submitting.

## PAGE 1 Welcome & Your Details

Congratulations!  You’re half-way through your project or funding.  We would love to know how your project is going, and what you are learning along the way. In case you need a reminder, the evaluation plan you sent us at the beginning of your project is available above.

There are two options for letting us know how you are doing:

1. You can upload a word document or PDF.  This can either be based on this template here [LINK] or if you have another funder for your project, you can send us the same report you send them.

1. You can use our new online form.  You can see the questions asked in this document here, and copy and paste, or type in your answers directly.

Our focus at Trust for London is on learning and understanding your work.  The outcomes you planned for are not targets, and your current or future funding aren’t dependent on achieving those outcomes.  Social change is complicated, and we understand that changes in the environment, and things you can’t control or predict influence what happens.  If things aren’t going to plan, and you need to shift approach – you can tell us here and we will work with you and changes you need to make to respond.

You can find out more about how we use your reports here [LINK]

After you have added your report, we’ll ask you to confirm the last four digits of your bank account, and the names of your signatories so we can send your next payment through.

**Name of Organisation**

[Your organisation name is automatically filled here]

**Main Contact on File**

[The main contact for the grant is automatically filled here]

**Are you the main contact above completing this form?**

* Yes
* No

If no

**Name of Person Completing the form**

[Text box]

**Email address of person completing the form**

[Text box]

**Would you like to upload a document, or answer the questions in the form?**

* Upload a document
* Fill in the form

*If uploading a document, you won’t see the questions, but will upload the document and then skip to page five to check your financial details.*

## PAGE 2 Activities and Changes

**Briefly describe the main activities you have undertaken with our funding. Please include number of people involved where appropriate.**  
[Text box]

**Have there been any big changes – in your organisation or externally that have had an effect on your work?**  
[Text box]

**Did you spend the budget as planned?**

* Yes
* No

{IF NO]

**Please tell us about any changes.**   
[Text box]

## PAGE 3 Outcomes

This page asks you about the outcomes you identified in your evaluation plan. If you completed your evaluation plan, or interim report online after March 2023, they will be pre-filled for you. If you completed your evaluation plan and interim report before March 2023, you will need to add in your outcomes. This is a minimum of 3 but you can add up to 5.

For each outcome we ask you to give an overall assessment of how work on this outcome is going. This is a quick snapshot of where you are now, to help us understand your work and the environment you are working within. This also helps us see patterns for organisations working on similar outcomes.

After that there is an open text box to tell us more, including reporting on indicators, and including evidence from qualitative and quantitative data you have been collecting. We expect roughly 150 – 200 words per outcome, but haven’t set a hard limit as there are a lot of differences between projects and writing styles.

Telling us progress wewnt less well than expected, and about difficulties in this form won’t impact your future funding from us. For example, for one project the cost-of-living crisis means that original outcomes planned for in haven’t been seen, and they ticked ‘Going less well than expected’ as progress was slowed or reversed. In the explanation they explained the Cost of living crisis impact on their clients and how they saw in their data, that the project activities had prevented more negative outcomes.

**Outcome 1**

[Text box with outcome automatically filled for projects starting after March 2023. Other projects will need to add this in]

**Did the changes you see:**

* Exceed expectations
* Meet expectations
* Go less well than expected
* Go significantly less well than expected
* No changes seen

**What changes have you been seeing for Outcome 1? We suggest you complete this in 100 to 200 words and no more than 500**  
[Text box]

**Outcome 2**

[Text box with outcome automatically filled for projects starting after March 2023. Other projects will need to add this in]

**Are the changes you are seeing:**

* Exceed expectations
* Meet expectations
* Go less well than expected
* Go significantly less well than expected
* No changes seen

**What changes have you been seeing for Outcome 2? We suggest you complete this in 100 to 200 words and no more than 500**  
[Text box]

**Outcome 3**

[Text box with outcome automatically filled for projects starting after March 2023. Other projects will need to add this in]

**Are the changes you are seeing:**

* Exceed expectations
* Meet expectations
* Go less well than expected
* Go significantly less well than expected
* No changes seen

**What changes have you been seeing for Outcome 3? We suggest you complete this in 100 to 200 words and no more than 500**

[Text box]

## PAGE 4 Learning

**In your evaluation plan you identified the following learning question:**

[Text box automatically filled with learning question for projects starting after March 2023. Other projects will need to add this in from their Evaluation Plan]

**Have you got anything to share on this question, or any other key learning points from your work?**

[Text box]

**Anything else you'd like to tell us, such as unexpected outcomes?**

[Text box]

**Would you like to upload an annual report, accounts or other document?**

* Annual Report
* Accounts
* Other document

[Select the kind of document and an upload link appears]

### Is there any support you'd be interested in from us?

Trust for London has communications, evaluation and learning, and social investment teams, as well as grant managers having specific expertise and experience. Although your grant with us is ending, we may be able to offer you additional advice, support, connections or signposting. You can let us know if that is of interest to you below and we will get in touch..

**Would you like to discuss this report with your grant manager?**

* Yes
* No

**Evaluation Support (Such as advice or training on data collection methods, analysis, or data management systems)**

* No
* Yes

**Communications Support (Such as including content in our newsletter, support with a press release, or promoting something through our social media channels).**

* No
* Yes

**Social Investment Support (Talk with our social investment team about opportunities)**

* No
* Yes

**Another kind of support (We might be able to connect or signpost you to other forms of support)**

* No
* Yes

**If yes please tell us what you are looking for**

[Text box]

## PAGE 5 Payment Authorisation

### Your bank account

**These are the last 4 digits of the bank account we have on file:**

[Digits displayed here]

**Are these the last 4 digits of your current bank account?**

* Yes
* No

*If no, you will need to provide new bank account details, and upload a bank statement for our finance team to review.*

### Current Second Signatory

**Full Name**

[Name we have on record displayed here]

**Is this still your second signatory?**

* Yes
* No

*If no, you will be asked to provide the name, role, email address and telephone number of an alternate signatory.*

### Payment Approval

**I confirm that the information given on this form is correct and am ready to claim the below payment on approval of this report**  
[Selection box to confirm]

**Amount**

[Amount of money due to be paid is displayed here]

### Feedback

**We are always looking at ways to improve – please feel free to let us know how you found completing this form and anything we can do to make it easier!**  
[Text box]

If you have any concerns or questions, please get in touch:

Email: [grants@trustforlondon.org.uk](mailto:grants@trustforlondon.org.uk)

Phone: 020 7606 6145