

**End of Programme Report**

**Equality Budget 2016-17**

Organisation: *INSERT ORGANISATION NAME*

Project: *INSERT PROJECT NAME HERE*

Completed By: *INSERT AUTHOR NAME HERE*

Period: *INSERT PERIOD HERE*

Please refer to the Guidance document attached before completing the form.

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| **Project Information** |
| Name and Position of Main Contact Person |  |
| Funding Programme |  |
| Amount of Grant received |  |
| Project Website (if applicable) |  |

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| **1** | **About your organisation**  |
|  | Please see guidance note 1  |
| **2** | **About your funded project** |
|  | Please see guidance note 2  |
| * **3**
 | * **What Programme Outcomes did you work towards?** Please see guidance note 3
 |
|  | 1.2.3.4. |
| **4** | **How much progress has been made towards your project outcomes?**Please tell us about each of your outcomes separately:  |
|  | **Outcome 1:** |
|  | **What you actually did:** Please see guidance note 4  **What difference you made as a result** Please see guidance note 5  |
|  | **Outcome 2:**  |
|  | **What you actually did**Please see guidance note 6 **What difference you made as a result**Please see guidance note 5 |
|  | **Outcome 3:**   |
|  | **What you actually did** **What difference you made as a result**  |
|  | **Outcome 4:**   |
|  | **What you actually did** **What difference you made as a result**  |
| **5a** | **How has the project enabled your organisation to develop new connections and participate in new networks?** |
|  | Please see guidance note 7 |
| **5b** | **How has the project enabled individuals to form new relationships and improve the quality of their social contacts?** |
|  | Please see guidance note 8 |
| **6** | **Have there been any unanticipated outcomes or achievements you haven’t mentioned?** |
|  | Please see guidance note 9  |
| **7** | **Have there been any significant challenges or changes?** |
|  | Please see guidance note 10 |
| **8** | **What have you learned?** |
|  | Please see guidance note 11 |
| **9** | **What will you do next?** |
|  | Please see guidance note 12  |
| **10** | **Your big success story is:**  |
|  | Please see guidance note 13 |

**Guidance Notes – Equality Budget 2016-17**

***When completing this report please ensure that you do not exceed 12 pages***

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| **1** | **About your organisation**   |
| **Guidance note 1**Briefly tell us about your organisation as a whole including aims and objectives of your organisation.   |
| **2** | **About your funded project** |
| **Guidance note 2** Here we are interested in your project that is funded by the VAF grant. Please give us a brief outline of the project, however if the grant is part funding, alongside other grants, please tell us about the project as a whole.  |
| **3** | **What Programme Outcomes you are working towards?** **Please refer to your original application or re-profiling form if the original outcomes have changed.** |
| **Guidance note 3** Here we wish you to list the Programme Level Outcomes you are working towards. The Programme Level Outcomes are the overall Outcomes the Funders are seeking to achieve by providing funding to all projects in the programme.  |
| **4** | **How much progress has been made towards your project outcomes?**Please tell us about each of your outcomes separately:  |
| **Outcome 1:** |
| **What you actually did****Guidance note 4** Here we are interested in the activities you undertook to achieve this outcome. Please give a brief description of each activity and the reason why you did this. For example, in addition to saying ‘we provide group work’, tell us about what the group does, who typically participates, how it supports the individuals involved and what happens during a session.You may wish to describe your activities in separate paragraphs or, if you prefer, you can use bullet points to identify key information. Separate headings have been provided in this section. If you would prefer to include the evidence of your work (what difference was made as a result) after each activity rather than in a separate section, please feel free to write this as one narrative.Please note that there is a separate section for talking about challenges and changes.**What difference you made as a result** **Guidance note 5** This section is where you provide your ‘evidence’ of the difference you made through your activities. This evidence should link to the indicators of change you noted in your original application or re-profiling form. This could include targets reached, case studies, quotes, hard evidence and statistics, links to electronic files/websites/videos, observations, questionnaire results, the media, or through anonymised development plans charting progress. You may also want to refer to appendices in this section.Your evidence should demonstrate the broad impact of your activities as well as individual experiences of service users. Where you are talking about individuals, please tell us if it is a common or unique story. We would also like to know how you collected the information and to give examples where possible of how you linked your evaluation to your activities. For example, progress recorded through one to one support, or perhaps a creative group activity or a training course. In addition to telling us what your evidence is, please describe why it is relevant and important. This interpretation assists us in better understanding the value of the work.This section also enables you to describe the nature of your work and to address some of the misconceptions around what might be a ‘successful outcome’ for your service users and/or beneficiaries. For example, where an individual experiences low self-esteem or lack of confidence, the difference may be that the service user voices their opinion more due to the support provided, or barriers to employment are reduced due to employment advice and information service.  |
| **Outcome 2:**  |
| **What you actually did****Guidance note 6** Where the activities that meet the outcome you are writing about have already been described you can simply put “See activity x(group work, one to one, awareness programmes etc.)”. However, we would be interested in hearing any additional information about the activity that is specific to the second outcome. It is also important that you provide evidence of impact or the difference that activity has made relating to each specific outcome. **What difference you made as a result** As detailed in Guidance note 5. |
| **Outcome 3 & 4**As detailed in Guidance note 5 and 6 |
| **5a****How has the project enabled your organisation to develop new connections and participate in new networks?** |
| **Guidance note 7** Has the grant allowed your organisation to engage with other organisations, developed new connections and/or participate in new networks, including any funded through this programme or other Scottish Government funding? Please describe the relationships and what impact this has had on your work.Has the grant allowed community based organisations to interact in ways which did not happen before the funding was awarded? If so, please give examples. |
| **5b** | **How has the project enabled individuals to form new relationships and improve the quality of their social contacts?** |
| **Guidance note 8**Has the grant allowed individuals (service users, beneficiaries, volunteers, etc) to benefit by forming new relationships and improving the quality of their social interactions? If so, please give examples. |
| **6** | **Have there been any unanticipated outcomes or achievements you haven’t mentioned?** |
| **Guidance note 9** Did you have any unanticipated outcomes or did you do any activities you didn’t expect to? Perhaps you managed to provide additional activities or resources that you didn’t include in your application, for example.Please remember that this is an opportunity to talk about achievements over and above what you set out to do as well as possible negative outcomes or assumptions that have been proven to be wrong. |
| **7** | **Have there been any significant challenges or changes?** |
| **Guidance note 10** Did anything happen that got in the way of you achieving your outcomes? We are aware that you will experience many challenges due to the very nature of your work. However this section is for capturing unforeseen challenges or changes to your circumstances. For example, staffing issues, funding challenges, environmental or organisational changes. You may also want to talk about increased demand for your activities where appropriate. |
| **8** | **What have you learned?** |
| **Guidance note 11** What you have done, or intend to do, as a result of this learning. What have you learned over this funding period and have you made any changes to the way you operate as a result? For example, you may have changed or refined your outcomes. Also use this space to tell us about anything you hope to develop in the future.  |
| **9** | **What will you do next?** |
| **Guidance note 12** Here we are interested in knowing as a result of your learning what you plan to do during the next funding period. Do you plan to change what you do as a result of your learning? How do you intend to address the challenges you have identified earlier in the report. This information helps us better understand the context and environment in which you work. |
| **10** | **Your big success story is:**  |
| **Guidance note 13** Please provide a short case study that demonstrates change as a result of your organisations intervention. This should be limited to one page and may include quotes, photographic or visual evidence to support your case study.Some tips for a successful case study are:* Be clear about the purpose and message you wish to convey, e.g. awareness, information, showcase success, explain challenges, learning.
* The name or initials (anonymised), gender and age if the case study is based on an individual. You should also remove any other identifying details and ensure that you have consent for their story to be published, including any quotes used.
* A **photo** or picture which represents the issues your project is supporting (not necessarily of an individual unless explicit written permission is given). Graphs can also be used as illustration.
* If possible make it personal. Quotes can be put at the top or the end of a section to highlight things that might otherwise get lost in the body of the text. NB. Observations from service providers and family, etc. are useful.
* Keep your writing as clear and simple as possible – try to avoid jargon.
* Keep sentences short and sharp, and avoid long paragraphs.
* Key points may be ***highlighted*** to draw the attention of the reader.
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