

The Henry Smith Charity

founded in 1628

Christian Projects 2025

**Sample Final Report
Form**

Christian Projects: Final Report

- Word version –

Henry Smith accepts applications and reports via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your application and report; you can NOT submit this version.

The Report is divided into these sections:

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Welcome

We want to make it *easy* for you to report, so here are some tips to get you started:

- You can download a [sample report](#) from our website to help you prepare your report.
- You can add your colleagues to work on the same report by clicking "Manage Applicants" in the top-right corner. You can find a step by step guidance [here](#).
- When you see '*' next to a question, it is mandatory.
- You can change the size of the text boxes to see the entire text. You do this by left-clicking on the symbol in the bottom right corner and dragging the box until it is the size you want.
- You can find [frequently asked questions](#) for this grant programme on our website.
- We ask you not to include diagrams or tables when answering the questions. They will not be included when you submit your form.
- Throughout the form, we ask that you avoid using real names or information that could identify individuals other than the main contact(s).
- The form saves your work automatically as you work, so you can start the form and continue another day as needed.

Your Organisation

In this section, we invite you to share more general information about your organisation.

Your finances

1.1 Upload the most recently published accounts for your organisation.*

You can only add one document, if you add more than one document only the latest document will be submitted.

Upload document

Your Grant

In this section, please tell us how the project went in the last year and update us on any changes.

The activities

2.1 Since the start of this grant, how many individuals and/or families have you worked with?*

2.2 Tell us more if you reached fewer individuals and/or families than you expected.*

Max 150 words.

2.3 Summarise how the activities delivered has helped the individuals, families and/or communities you work with.*

Max 300 words.

2.4 Describe the activities that did not go as planned and any changes you made. In hindsight, what lessons did you learn from these adjustments?*

Max 300 Words.

2.5 What funding have you secured to keep the project going after the grant from The Henry Smith Charity ends?*

Please provide details for your projected fundraising strategy for this post/project.

Max 300 words.

The Outcomes

When you applied, it was noted that your project aligns with one of the main focus areas of our Christian Projects grant programme.

1. Meeting the spiritual needs of older people, including those with dementia
2. Reaching out to the unchurched – especially young people and young families – by nurturing their spiritual interest and well-being
3. Projects which support and care for Anglican clergy at times of need

The Priority area(s) identified for your grant were:

Populated by us

2.6 Share the three main outcomes you achieved related to the priority area above. Include how many individuals and/or families reached this outcome during the grant period.*

Max 300 words.

2.7 How has your monitoring system helped capture the outcomes data mentioned above?*

Looking back, would you have chosen different methods? If so, please list those methods and explain why.

Max 150 words.

The Finances

2.8 Has the grant been spent in full?.*

Options: Yes and No

[If 2.9 is Yes]

What is the underspend?.*

[If 2.9 is Yes]

Have you contacted your Grants Manager, to discuss how you plan to use it before filling out this form?*

Options: Yes and No

2.9 Please attach the budget submitted with your application, on which the grant decision was based, updated with the actual figures for both income and expenditure, and highlight any significant discrepancies.*

You can only add one document; if you add more than one document only the latest document will be submitted.

Upload document

Other and Submit

In this final tab, we ask that you answer some optional questions to help us learn and improve. Before submitting, you will also be asked if you agree to a Data protection statement.

Additional information

3.1 Is there anything else that you would like to tell us about?

Max 300 words.

Feedback

3.2 Do you have any feedback for us?

Max 300 words.

Data protection

3.3 Do you agree with the below statements?*

- I have read and agree to the Data Protection Statement
- I have received permission to share the personal information of all individuals named in this form

Select from drop-down

Options: Yes or No

Henry Smith Charity Data Protection Statement

We process all personal data provided to us in this form for the purposes of assessing your report, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed [here](#).

Third party data

No personal data concerning third party individuals should be included within your form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith and potentially other grant makers.

Any additional excessive personal information will not be considered and immediately deleted. Can we please, therefore, ask that you do NOT include details of named or identifiable individuals apart from key contacts, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.

Collaborating with other Grant Makers

We reserve the right to disclose non-personal information, regarding your application, activities and organisation, to other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.

Detection of fraud

We reserve the right to share personal information to detect and prevent fraud and do not require your consent.