

**Esmée Fairbairn Foundation  
Grantholders Progress Report  
Standard Reporting Form**

Progress Reports are important as they help you and us to assess whether you achieved what you set out to do in your application, to identify any unexpected results and any learning that we can both use and share. If you prefer to answer the questions without the aid of a form, then follow the headings for Progress Reports we provide on our website.

We are keen for projects to tell us the “whole story” and not just good news. We recognise that for all organisations (including ourselves) everything doesn’t always go right, and things sometimes don’t go to plan or don’t work out. This learning is just as important as when things go according to plan and sometimes more so. We encourage you to be as honest as possible in your responses.

You may find that a workplan helps you to plan and report on progress. An example of a workplan is included on our website:  
[www.esmeefairbairn.org.uk](http://www.esmeefairbairn.org.uk).

Please answer each of the questions on pages 2-4 as briefly and clearly as possible using the space you need. The boxes expand automatically in the word version.

Thank you.

Name of Organisation	
Grant reference number (on your grant letter)	
Named contact at Esmée Fairbairn (usually the person who signed your grant letter)	
<p>1. Please refer back to your application and summarise what we funded you to do. Include the key aims or purposes of the funded work during the past year and the activities that you undertook to achieve these. If this is the 2<sup>nd</sup> or 3<sup>rd</sup> year of funding please refer back to last year's progress report.</p>	
<p>2. Have you achieved what you set out to do? Please refer to each of the key aims/purposes and activities and tell us when activities were completed and how they went. Please use numbers/hard facts (e.g. number of beneficiaries) where possible. If you have not achieved what you set out to do tell us why. Reflect on any evidence of the quality of the work. Did you encounter any difficulties and how did you overcome them?</p>	

3. What have you learnt (for example what has gone well or how you might do things differently in the future)?

4. Provide a plan of what you propose to do next year including activities, success measures and deadlines. (Attach your workplan if you have completed one.)

5. Provide a breakdown of income and expenditure for the work funded against your original budget. If this differs from your original income and expenditure budget please explain why.

6. Provide a breakdown of anticipated income and expenditure for your organisation as a whole and the funded work for the year ahead – with secured income highlighted.

**In addition**

- Attach a copy of your latest annual report and full accounts for the period relating to your grant (if you have not already sent them).

**Signature:**

**Name:**

**Position:**

**Contact telephone:**

**Date:**

Please return this completed form to your named contact at Esmee Fairbairn (usually the person who signed your grant letter).

Esmee Fairbairn Foundation, 11 Park Place, London SW1A 1LP.

[www.esmeefairbairn.org.uk](http://www.esmeefairbairn.org.uk)