**Jersey Charity**

**Project Report**

Please complete all sections of this form as fully as possible. This form is intended for Jersey Charity projects under £100,000

1. **Project Overview**

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| **Organisation** |  |
| **Project Title** |  |
| **Project Location**  Country and region |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Total Project Cost (GBP)** | £ |
| **Amount of JOA Grant (GBP)** | £ |

1. **Project Beneficiaries**

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| **Core Beneficiaries**  These are the main people the project helped | *(please state exact number – this may differ from the original proposal)* |
| **Frontline Workers**  These are people who received training from the project that enabled them to help the core beneficiaries | *(please state exact number – this may differ from the original proposal)* |
| **Other groups benefiting directly**  These are others who experienced a benefit from the project | *(please give examples – this may differ from the original proposal)* |

1. **Project Summary**

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| **Project Purpose**  What was the overall objective of the project and what were the needs of the beneficiaries that this project was trying to address? |
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| **Intended Project Outcomes**  What were the key areas of change you expected that your project would achieve?  (max. 6) |
| * Outcome 1: * Outcome 2: * Outcome 3: |
| **Achievement of Project Outcomes**  To what extent did your project achieve the key areas of change your project expected to achieve? Please provide a short summary for each project outcome. |
| * Outcome 1: * Outcome 2: * Outcome 3: |
| **Project Activities**  What activities did you undertake during the project?  Please be as precise as possible. |
| * Activity 1: * Activity 2: * Activity 3: * Activity 4: * Activity 5: |
| **Experience of undertaking Project Activities**  What are the major differences between the activities you conducted and the activities you originally planned? Were there any challenges, such as keeping to timeframes, ensuring quality, co-ordinating with others, or engaging the community? |
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1. **Project Results**

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| **Project Monitoring**  Please provide a summary of how the project was monitored, including how and when you collected data, and any challenges you experienced. | | | | |
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| **Indicator** | **Method of Measuring** | **Baseline** | **Target** | **Result** |
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1. **Long-term Results**

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| **Project Impact**  What do you expect will be the likely long-term consequences of this project? |
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| **Project Sustainability**  What steps have you taken to ensure that the impact of the project continues beyond the duration of the project? This might include ensuring that institutions / communities can meet any ongoing or recurrent costs, or there are appropriately trained individuals |
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1. **Finances**

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| **Financial Management**  How did you manage the budget for the project and make payments to partner organisations? What were the challenges and how did you address them? |
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| **Procurement**  What steps did you undertake when commissioning any major goods and services (such as training, construction and equipment purchases). How did you ensure appropriate quality and value for money? |
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| **Accounts**  Have auditors flagged any serious issues in relation to your organisation’s accounts? If yes, please provide details |
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| **Incidents & Allegations**  Have there been any allegations, or incidents, of misuse of project funds (including theft, fraud or bribery). If yes, please provide details |
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1. **Learning & Change**

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| **Project Learning**  What has your organisation learnt from implementing this project? This could relate to specific lessons about implementing activities more effectively, unintended outcomes that resulted from the project, or what activities are most successful |
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| **Partnership with JOA**  Please comment on your experience of partnering with JOA, including the application process and throughout project implementation. How could we improve the experience? |
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1. **Other Information**

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| **Project Team**  Have there been any changes to the senior team implementing this project? If yes, please provide details |
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| **Legal Matters**  Have legal proceedings been instigated connected to this project? If yes, please provide details |
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| **Safeguarding**  Has your organisation experienced any safeguarding incidents? If yes, please provide details |
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| **Incident Reports**  Have you made any incident reports to the Charity Commission or the CI Information Commissioner? If yes, please provide details |
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