



JOHN LYON'S CHARITY

Reporting Guidelines

Your contract with the Charity requires you to submit a report on the expenditure of your grant. Your report does not need to be long and can be in any format you choose. There is no standard form to be completed. Your report can be emailed to us if you wish.

You should tell us what the Charity's funding enabled you to do. Include:

- how the Charity's grant was expended, including relevant documentation, receipts etc.
- let us know whether the project met your expectations? If so, how?
- let us know what were the particular successes and/or problems you encountered?
- provide a statistical analysis of users – average numbers attending, their ages, ethnicity etc.
- outcomes for the participants

You should also include:

- your latest signed and audited accounts, or confirm when they will be available to us.