

Creative Breaks 2017-18: End of Grant Reporting Guidance

About this guide

This guide tells you all you need to know about submitting your end of grant report for Creative Breaks 2017-18. Please read it carefully before you start your report. We also recommend that you print off a copy and keep it to hand while completing your report online.

We have made some changes to the reporting template for this funding round so we strongly recommend that you read the guidance in full before you start on your report.

All Creative Breaks end of grant reports must be submitted via our reporting website:

<http://shortbreakstories.org.uk/>

A summary version of the report you submit will be published on the website.

If you have any questions or run into any problems with submitting your report, please contact the Short Breaks Fund Officer, Amanda Moffat, on 01383 622462 or by email to:

Amanda.moffat@sharedcarescotland.com

This guide contains the following sections:

- **Some handy dos and don'ts**
- **About your end of grant report:** this lists all of the questions in the report and provides guidance on what information we are looking for
- **Using the website:** this is a step-by-step guide to using the website to submit your report

Some dos and don'ts...

- **DO** read this guidance in full before you begin
- **DO** gather together the information you will need to complete your report before you start (e.g. your application and budget, outcomes and targets form, mid-grant report, expenditure record, project monitoring and evaluation data – beneficiary figures, questionnaire and feedback data, case studies etc.)
- **DO** draft your answers to the longer questions in a separate document and then just copy and paste them in to the online form
- **DON'T** use the 'back' or 'forward' buttons on your browser when submitting your report: you will lose the information you have entered into the form!
- **DO** use the 'Go to the next page' and 'Previous' buttons to move through the form
- **DO** click 'Save and continue later' to save the work you've done so far. The website will send you an email containing a web link that will allow you to go back to your saved work. NB. These emails often end up in 'junk' or 'clutter' folders
- **DO** observe the character limits – the web form will not let you exceed the limit so make sure your answer fits
- Please **DON'T** leave your report until the last minute!
- **DO** get in touch if you have any questions or need some help

About the end of grant report

There are 7 sections to the report:

1. Your details
2. Your project
3. The difference your project made
4. What have you learned?
5. Beneficiary information
6. Project finances
7. Other information

Section 1: Your details

In this section, we ask for the name and contact details of the person completing the form.

We also ask for the name, address and website of your organisation, the title of your funded project, your four digit grant reference number (you can find this on your grant paperwork that you signed and sent back to us), and the local authority areas in which your beneficiaries live.

IMPORTANT NOTE: for each LAA you tick, you will be asked to provide the number of beneficiaries who benefited from your project in that LAA later on in the form.

Section 2: Your project

In this section, we ask for a 50 word summary of your project. This is the first information people will see about your project so please make sure that it is clear, straightforward and easy to understand. Make sure the summary tells us WHO the project was for, WHERE it was, and WHAT it did.

We also ask 'What did your project do? You have 300 words to tell us:

- What short break activities you delivered
- Where and when these activities took place
- Who participated in the short breaks activities (your beneficiaries), and how you identified and chose people to participate
- If your project did not work directly with carers, tell us how the carers used their time while the cared-for adults ages 21 or over were participating in the short break activities
- Other work you did to make the project a success (e.g. recruiting/training staff or volunteers, partnership working, developing resources, purchasing equipment, etc.)
- Which Creative Breaks priority areas your project addressed (see the guidance document for more details)
- Highlight any particular successes – tell us what went well, and why?
- Did your project go to plan? If not, what did you do differently and why?

Section 3: The difference your project made

You will need your Project Information Form (submitted when your grant was awarded in October 2017) to complete this section of the report. We strongly recommend that you draft your answers to the questions in this section in a separate word document and then copy and paste your answer on to the web form.

In this section, we ask you to tick each of the Creative Breaks programme outcomes that your project has contributed to. There are 3 Creative Breaks programme outcomes in total.

For each outcome you tick, you will need to complete three questions:

Your project outcome

Or, 'what success will look like for your project in 12 months' time'. **Copy and paste this information from your Project Information Form.**

Results

To what extent was this project outcome achieved, and why?

Case study

Please provide a case study for this project outcome. Your case study should show how the project has resulted in a positive change for an individual, family or group of people. You should refer to how things were before the project for the participant(s), and how things are now, as a result of the project.

IMPORTANT NOTE: Please ensure you answer all three questions for each of the programme outcomes you tick. It is acceptable to use the same case study for more than one outcome as long as you make it clear how the case study shows how the project has resulted in the positive change described.

If your project had any additional outcomes (over and above the Creative Breaks programme outcomes), tick 'Yes' and complete the questions that appear.

Did your project achieve any additional outcomes?

Yes

Section 4: What have you learned?

There are three questions in this section.

How did you evaluate your project?

- Briefly describe the monitoring and evaluation (M&E) methods you used
- Tell us what worked well with your M&E
- If you were to run the project again, would you make any changes to your M&E?

What have you learned from delivering this project?

Please give us at least three examples of what your organisation has learned from delivering this project. For example:

- Project planning and budgeting
- Targeting carers most in need of support
- Reaching out to and engaging with new carers
- Developing new short breaks activities
- Partnership working
- Dealing with unexpected challenges or opportunities
- Finding other sources of funding

How has your organisation benefited from Creative Breaks funding?

Please tell us how your organisation has benefitted from Creative Breaks funding. For example, did the funding and the support from Short Breaks Fund help you to ...

- Develop new partnership(s) or links?
- Pilot a new service?
- Strengthen your organisation's reputation?
- Expand your services to a new location or group?
- Secure other funding?
- Build your skills, knowledge or capacity?

Section 5: Beneficiary information

In this section, we ask for beneficiary numbers and a breakdown by categories.

You will need to provide the following figures:

- Total number of carers who benefited from your funded project
- Total number of carer-for people who benefited who benefited from your funded project
- Number of carers who were:
 - Young carers (18 and under)
 - The number of young adult carers (19-25years)
 - Carers in remote / rural locations¹
 - Black or minority ethnic carers
 - Gypsy / Traveller carers
 - Carers living in areas of multiple deprivation²
 - New to your organisation
- Number of cared-for adults aged 21 -64 who have a:
 - Physical Disability
 - Sensory Impairment
 - Mental Illness (excluding Dementia)
 - Learning Disability
 - Alcohol or Substance Addiction
 - Dementia
 - Autism
 - Long Term illness, disease or condition
 - Other/reason for needing care
- Number of older cared-for adults 65+ who have a:
 - Physical Disability
 - Sensory Impairment
 - Mental Illness (excluding dementia)
 - Learning Disability

¹ Settlements of less than 3,000 people and with a drive time of over 30 minutes to a settlement of 10,000 people are considered 'remote and rural'.

² The Scottish Index of Multiple Deprivation (SIMD) identifies areas affected by poverty and inequality across Scotland. For further details and to search by postcode or local area, go to:
<http://www.gov.scot/Topics/Statistics/SIMD>

- Alcohol or substance Addiction
- Dementia
- Autism
- Long Term illness, disease or condition
- Other/reason for needing care

If the numbers of people benefitting was higher or lower than expected, use the text box to tell us why.

IMPORTANT NOTE: Fields with a '0' are for numbers only. Please do not use letters, punctuation or symbols in these boxes.

Single parent carers

Section 6: Project finances

In this section, we ask you for information on how you spent your grant. You need to provide a breakdown of expenditure by category, total expenditure, the amount awarded by Creative Breaks, and any unspent balance.

The expenditure categories are:

- Salary costs
- National Insurance costs
- Pension costs
- Recruitment costs
- Staff travel and subsistence costs
- Sessional staff costs (wages)
- Volunteer expenses
- Staff training
- Volunteer training
- Office costs (stationery, postage, heating/lighting, telephone etc.)
- Office equipment or furniture
- Specialist equipment
- Management and organisational support costs
- Transport costs
- Volunteer Costs (other)
- Venue Hire
- Accommodation Costs
- Activity Costs (e.g. entrance fees)
- Other costs

You also need to provide additional information on any equipment purchased and 'other costs'. Please explain any significant changes to your expenditure, too.

IMPORTANT NOTE: you will need to enter the total expenditure figure – the web form does not do the calculation for you! You will also need to calculate any unspent balance from your grant (grant awarded minus total expenditure) and enter the number in the form – the web form does not do the calculation for you. It is really important that this figure is correct as we will invoice you for any unspent balance.

IMPORTANT NOTE: please only enter numbers and decimal points (e.g. 250.95) in these boxes.

Section 7: Other information

Please use this last section to give us feedback. We are committed to improving our grantmaking practice, to maximise the positive impact the Short Breaks Fund has on carers and cared for people, and the organisations that deliver short breaks. Please tell us how we could improve our grantmaking and support for grantholders.

And you can upload a photo to go with your report here, too. If you have a photo from your funded project that you would like to upload, please tick the box and follow the steps.

Upload an image from your project

Upload an image for you report

We like to include a photo in each published end of grant report. If you have a photo from your funded project that you would like to upload, please tick the box below. If you would like to share more photos or video clips with us, please email amanda.moffat@sharedcarescotland.com

Please read through these image terms and tick the approval box below.

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Amanda.moffat@sharedcarescotland.com

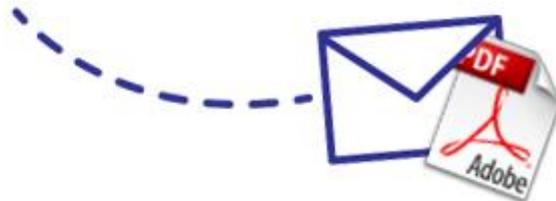
When you click 'Go to the next page' you will see a summary of your report submission. Please read this carefully. If you need to go back to change anything, click 'Previous'. DO NOT click the 'back' button on your web browser or you will lose your work!

You can now either submit your report or click 'Save and continue later' if you need to come back to it before submitting.

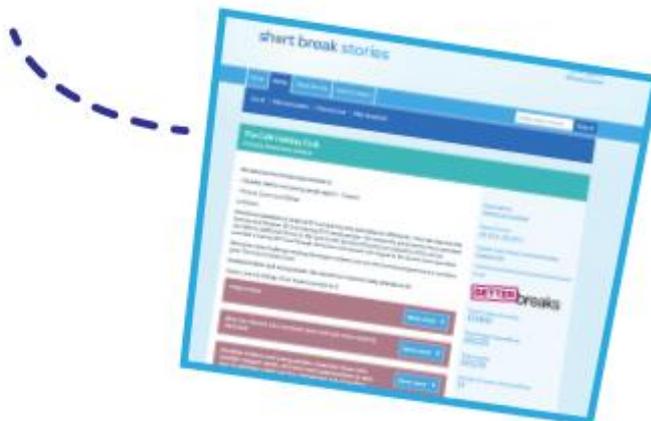
If you click 'Submit your report', this page will appear:

Thank you for submitting your report.

You'll receive an email confirmation with a PDF of your submitted report for your files.



And your report will also reviewed by us and partly published on this site.



If you have any further questions please [email Amanda Moffat](mailto:amanda.moffat@shortbreakstories.org.uk) or call on 01383 622462.

And that's you done!

Using the website

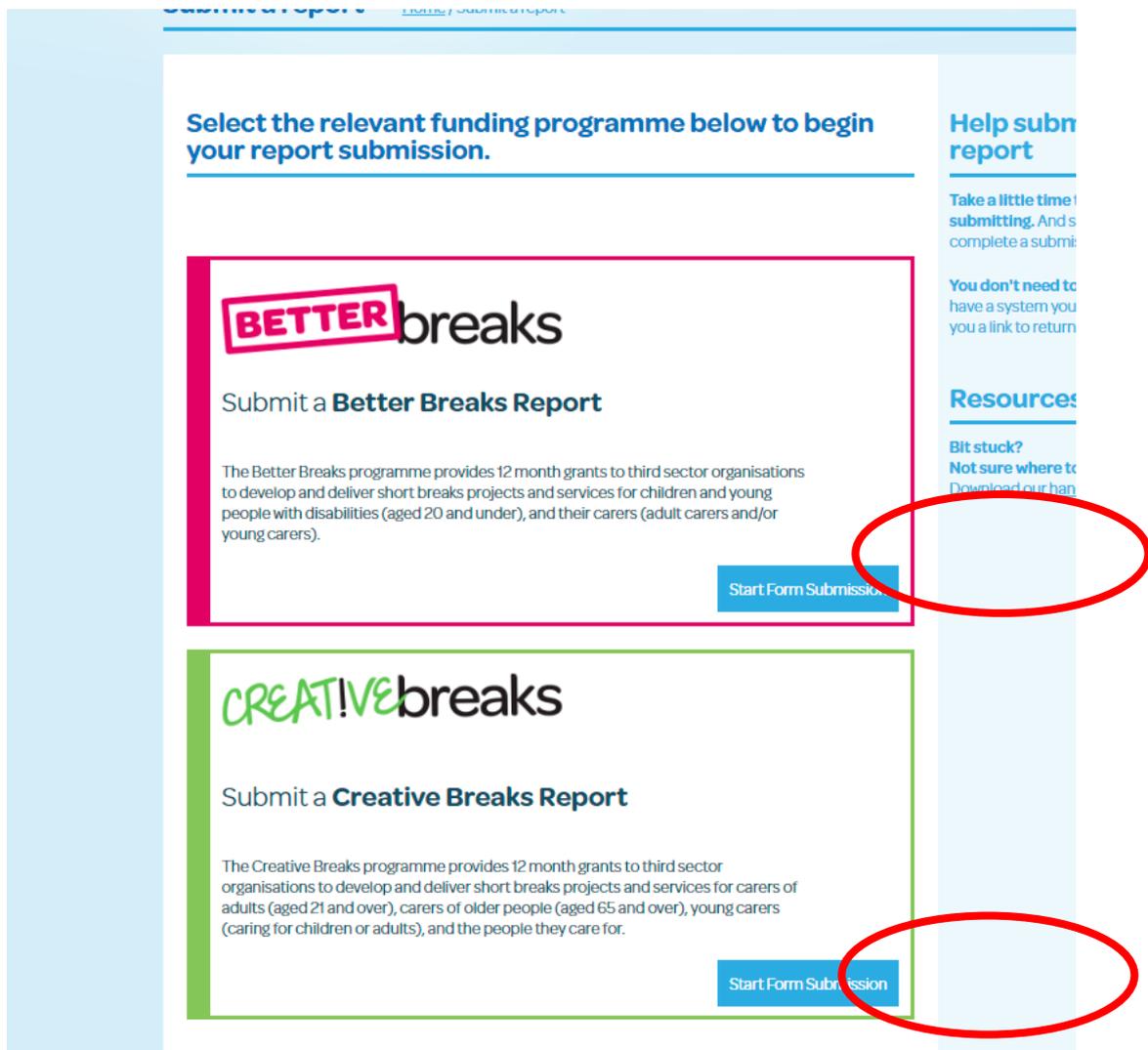
To begin your report, open your browser (we recommend Google Chrome or Firefox) and go to:

<http://shortbreakstories.org.uk/submit/>

Alternatively, you can go to <http://shortbreakstories.org.uk/> and click on the 'Submit a report tab':



Click on 'Start form submission' –



Fill out the form as instructed.

IMPORTANT NOTE: Information you provide in for the questions highlighted in **yellow** will be included in the version of your report that is published online. Our reporting website is designed to share the learning from services funded by the Short Breaks Fund. Much of what you write will be published on this website. It is your responsibility to ensure that you have permission to share any personal information. If you do not have permission please change people's names and other identifying

information as required. The questions that are not highlighted will not be published: this information is used by Shared Care Scotland for its own analysis and reporting purposes.

Funded Project Title *

This info will be publicly viewable. [More on this](#)

When you reach the end of the page, click 'Go to next page'. Or you can click 'Save and continue later' if you want to continue your report another time. The website will then send you an automated email with a web link that will allow you to go back to your saved work. NB. These emails often end up in 'junk' or 'clutter' folders.

Previous

Save and continue later

Go to next page

IMPORTANT NOTE: Do NOT use the 'forward' or 'back' buttons on your web browser: you will lose the information you have entered! Use the 'Previous' and 'Go to next page' buttons at the foot of each page of the website instead. Or click 'Save and continue later'.

Questions marked with an asterisk (*) must be completed. If you leave these blank, you will not be able to click through to the next page and an error message will appear.

Funded Project Title *

This info will be publicly viewable. [More on this](#)

Once you have completed all of the 7 sections, you will be given the opportunity to review a summary of your submission. If you need to go back and change anything, use the 'Previous' button.

You can also save your report at any point. Click 'Save and continue later' and this page will open:

Get your link to return ^Lto this form later

To save, enter your email address and we'll send you a link to return to your form by email.

[Cancel save and go back to your form](#)

When you're ready to submit, just click 'Submit your report'.

We will then review your report and publish it on the Short Breaks Stories website.