

REPORTING ON YOUR ROSA GRANT

ROSA



**THE UK FUND FOR
WOMEN AND GIRLS**





OUR APPROACH TO GRANT REPORTING


At Rosa, we're committed to understanding how our funding has made a difference to your organisation, the work you do and the women and girls you support.

Our report forms and phone calls help us find out how our grant has supported the work you do, what went well and what didn't go to plan. The information we gather helps to create a stronger women's sector by championing learning and drawing in greater investment for women's organisations.

We will ask you to complete an **online report** at the end of your Rosa grant. Depending on the type of grant, we may also ask you to submit an **Interim Report Form** and/or have a **brief catch up call** with a member of our Grants Team.

We will always tell you about the report deadlines at the beginning of your grant and send you an email reminder before your report is due. We know how busy women's organisations are, so to keep reporting quick and simple we will only ever ask you for information we will use. We will always acknowledge we've received your report and provide feedback where needed.

We're interested in hearing about the changes Rosa funding has brought about and what this means for women and girls. In the report, we begin by asking you how you've spent the grant and the most significant change that has happened as a result. We also ask you to tell us if there is any difference between the amount we awarded and the total you've spent to date.



HOW REPORTING WORKS

Our grant-making seeks to contribute to change on four levels:



With this In mind, we ask you to consider if, and how, Rosa support has helped you to:

- Meet the needs of your organisation
- Meet the needs of women and girls you work with
- Influence wider change for women and girls in the UK.



Example question:

"Has support from Rosa helped your organisation to improve women's/girls' access to support services?" Please tick 'Not at all', 'A little bit' or 'A lot'.

Please write to explain why you gave this response, this can be just a sentence or two, or a short paragraph.

We understand that the impact of our funding will differ depending on the type of work you do. Some questions in the report will be more relevant to you than others. There are no right or wrong answers, but we encourage you to briefly explain why you gave a response.


CASE STUDIES


Case studies can reveal powerful stories of change and help you to reflect on the impact of your work.

We encourage you to share a brief case study that focuses on changes an individual woman or girl has experienced during the lifetime of the grant and your organisation's role in supporting these changes.

This could range from having better access to information and services to improved confidence or self-esteem and stronger relationships with others.

Alternatively, you may choose to focus on who your organisation has been influencing, for example power holders in government or attitudes in local communities, how this influence is having a positive impact on women and girls' lives.






It's important that case studies are gathered in a way that's respectful of everyone taking part and doesn't compromise safety. When collecting case studies, you should consider the following:

- Anyone who is invited to share their story is asked for consent and can refuse to take part at any point, if they wish
- It is made clear to those sharing their stories what the case study is for and what it is not for
- If someone sharing their story tells you that they, or someone else is in danger, discuss how they or others could receive support and seek guidance from your organisation's Designated Safeguarding Lead as soon as possible
- Be particularly attentive to needs of vulnerable women and girls sharing their stories. For example, by providing extra reassurance, arranging for someone they trust to also be present or by stopping the conversation completely if they show signs of distress
- If in doubt, seek guidance. Please don't hesitate to contact our Grants Team with any questions you may have about collecting case studies safely.

You're welcome to attach photos and videos to support your case study using the attachments button at the end of the report form. Please remember to keep the case study anonymous to protect the identity of the individual.

The case study you share may be used to generate compelling evidence which can be presented to others, including potential funders, so they can get a deeper understanding of the challenges still facing the women's sector. We are very committed to continuing support for women's organisations across the UK. We will never use any of the information you share in our communications without seeking your permission first.





BUDGET

In the report, we ask you to tell us how you have spent the grant. We may also ask you to tell us how much money you have spent under each budget heading by referring back to your original application budget. We understand budgets can change and simply ask you to tell us about any changes that have been made.

Most funded organisations will not be required to send us copies of receipts, but please keep all receipts and financial evidence for the duration of the grant, and for at least 12 months after, as we may ask to see them for auditing purposes.

CHANGES TO YOUR WORK

We know that things don't always go to plan and circumstances may change after funding is awarded. We aim to be as flexible and supportive as possible. Please contact us ([link to Grants Team contact page](#)) to discuss any significant changes to your grant before your End of Grant report form is due.

ACCESSING THE FORM

[Access your Rosa grant report here.](#) Log in using the email address and the password you created when you applied for your Rosa grant. If you have forgotten the password click on the "Forgot password?" button below to have a temporary password sent to you. If you no longer have access to the email address for your Rosa account please contact us at info@rosauk.org and we can transfer the account to another email address.

[Change E-mail/Password](#)

[Applications](#) [Requirements](#)

Requirements

Form Name	Project Title	Type	ID	Due
Voices from the Frontline End of grant monitoring form		Final Report	26021	05/02/2021

In your Rosa account click on the 'Requirements' tab. Here you will see a blue hyperlink to your End of Grant or Interim report form and its due date. Click on the link to access the report form. You can save your report and return to it at any time before submitting it.

If you would like to speak to us about any aspect of reporting back please [contact a member of our Grants Team](#).