

## Justice Together Initiative, Grantee Reporting

### The Justice Together Initiatives approach to reporting

We are committed to only asking for information from grantee partners which is absolutely necessary and to ensure that our reporting is not unnecessarily burdensome. It's also likely we may adjust the way we report throughout the lifetime of the initiative to adapt to learning as we go along. We will endeavour to ensure that we do not have any surprises for grantee partners in relation to reporting. So please do let us know if you think this has happened, and we can discuss making adjustments.

The methods for reporting and feeding back to us will be:

1. **An introductory call with a JTI team member at the beginning of the grant:** In this we will introduce the grant, reporting and payments schedule. We will also be interested to hear about any hopes or concerns you may have for the year ahead – these will be revisited throughout the grant. If yours is a partnership project we will be interested to know whether partner organisations are led by people with lived experience of the immigration system.
2. **Email/call check in after 6 months** – We will get in touch after the first 6 months to check in with you and how you are getting on in relation to progress of the grants and to answer any questions about the initiative and provide updates. This will be an initial email with a call as an option.
3. **Available via email/phone all year** – Your grants manager will be available via email or phone if there are any big changes, achievements or challenges you face please do get in touch so we can discuss them with you as they happen.
4. **Written report or phone call** – at the end of each year you can either fill out a short written report (details below) or you can call us and we can go through the questions with you and we will write this up – whatever is easiest for you. We will look to have a slightly different approach for the end of the grant period. If you choose to submit the written report then on receiving this your grants manager may want to have a quick call with you to check in on how things are going and discuss any follow up.
5. **Financial reporting** – we will not ask for any formal financial reporting (details below)
6. **Detailed organisational case studies** – We won't do this with every grantee partner, but for some we would like to produce a more detailed summary of the organisation and the journey they have been on through the grant. We will write this up from information we have and conversations, then we would ask the grantee partner to check this and fill in any additional blanks.

If at any point you want to feedback about the initiative to someone other than your assigned grants manager, please contact: Rachael Takens-Milne [rachael.takens-milne@thelef.org](mailto:rachael.takens-milne@thelef.org)

## Questions and Guidance for annual written report

You will receive a link to fill in an online report. This report does not have to be very detailed or long we are happy to receive bullet points to answers.

### ***What will we do with the information in this form?***

You will be pleased to hear it won't go into a black hole! The grants team at JTI will read the form and then look to follow up with a phone call with you, if appropriate, we know people are busy and don't want to waste your time. We will collate the information into a larger report to demonstrate some of the key achievements and learning from the initiative. This will be valuable in showing the impact of the initiative as a whole and important in identifying key learning that we can share with others (with your permission). This report will be used internally, with our funders and we may also publish it publicly (with your permission if specific examples are detailed). We are also keen to gather specific case studies to demonstrate how the initiatives funding has been used and the impact it has had. We will use this form and conversations to identify grantee partners to carry out these more detailed case studies with.

### **Annual Reporting Questions**

- 1. How many posts have you been able to recruit/fund with the grant?*** (people actually in posts FTE )

We would like to know how many posts that the grant has paid for, if it's a part time post please write it as the proportion of a full time post for example if a person is working 2.5 days a week please write this as 0.5. it would be helpful if you could divide out advice, influencing and support/management posts.

- 1.1. Of those posts how many people have lived experience of the immigration system?***

Of the posts that the grant pays for how many people in the posts have lived experience of the immigration system. For more information on how we define this see our website.

- 2. How many people have you been able to assist as a result of the grant?***

This is for advice and representation grants. We would like to get a rough overall picture of how many people the funding is supporting. We recognise that it can be difficult to separate out exactly how many people a specific person may have supported especially within a large advice setting, when multiple people may have supported one person. Please make a best guess estimate here, and if you need to make any further explanation about the number please do in this section.

- 2.2. What types of immigration advice/law/area of law are you supporting people with?***

We recognise that organisations collect different types of information about the people they support. We are interested to know what types of immigration advice you are delivering and who you are supporting.

- 3. How has the year been, what has gone well and been achieved and what has not gone well?***

We want you to be as open and honest as possible here, we recognise that as funders there is a power dynamic. However we genuinely are open to knowing what has gone wrong, as we know that in life that is totally normal and we want to be able to learn from these things. It will also help us to

think about where the needs are and how we can support grantee partners in the future. Examples could be around recruitment, we know this is a challenge and specifically recruitment of people with lived experience of the immigration system.

Similarly we are interested in what has gone well, what you have been able to do with the grant. Have referrals into and out of your service improved and relationships with referrals organisations. If there have been any unexpected outcomes, we would be interested to know.

**4. What have you been doing in relation to anti-racism?**

We are interested to know how you are getting on in relation to becoming a more anti racist organisation. Specifically, how you are making progress against your plans. Maybe you haven't been able to do much, we are interested to know this and the reasons for it.

**5. How have you found the Justice Together Initiative? Rated response 1 – 10**

**6. Do you have any suggestions for how the initiative could better support Grantee partners?**

As a new initiative which is committed to learning, testing new approaches, receiving feedback and adjusting we are very keen to know how you have found the experience of applying for and receiving a grant and also being part of the initiative in relation to sharing and learning with other grantee partners. Has there be any specific benefits of being part of the initiative? Please be honest, you may not have found it useful at all, please let us know.

You don't have to have any suggestions, but if there is anything that springs to mind, about how we could better support you, then please do let us know. For example – you may have suggestions for a learning event, this reporting form or anything else really.

**7. Financial Reporting:**

**Have you spent the money budgeted as intended? (yes/no) If no and the difference was greater than 10% then please describe the differences/changes.**

There will be no formal financial reporting required, all we ask is that you confirm you have spent the grant as intended and that any monies budgeted to go to partners have gone as budgeted.

If you have not spent the money as budgeted and there is more than a 10% difference, please just explain in the text what the difference/changes have been. If easier you can submit a budget highlighting the differences.

**8. Is there anything else you would like to tell us about?**