

Grant Partner Reporting Information and Template

The Justice Together Initiatives approach to reporting

We are committed to only requesting essential information from grant partners, and to ensuring that our reporting is not unnecessarily burdensome. It is 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 avoid any surprises for grant partners in relation to reporting, so please do let us know if you think this has happened, and we can discuss adjusting. Please note that reporting can take the form of a written document, phone call, or in-person visit where possible.

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** – To 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. **Interim email/call 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. If you have capacity, we would love to hold an interim call for each year of the active grant period.
3. **Available via email/phone all year** – Your grants manager will be available via email or phone to discuss any significant changes, suggestions, achievements or challenges you face.
4. **Written report or phone call** – at the end of each year of the grant period, 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. If you choose to submit the written report then, on receiving this, your grant manager may follow up with a brief call to discuss updates/questions if needed.
5. **Financial reporting** – we will not ask for any formal financial reporting (details below)
6. **Detailed organisational case studies** – We will only write case studies for a few of our grant partners to produce a more detailed summary of the organisation and the journey they have been on through the grant. We will write this up based on our conversations and available information, then we would ask the grant partner to check this and fill in any additional blanks. We believe that case studies can be a strong fundraising tool for our grant partners.

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@thef.org

Questions and Guidance for Annual Reports (written and oral)

You will receive a link to fill in an online report. This report does not have to be very detailed or long (e.g. can be in bullet point format).

What will we do with the information in this form?

You will be pleased to hear it will not 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 appreciate your limited capacity and do not want to take up more of your time. We will collate the information into a larger report to demonstrate key achievements, specific case studies, 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. We will ask your permission before using detailed examples that could identify your organisation or project.

Annual Reporting Questions

1. How many posts have you been able to recruit/fund with the grant (people actually in posts FTE)? Of those how many people have lived experience of the immigration system?

We would like to know how many posts the grant has covered. If it is 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). Please make clear each individual post - for example, if you have employed 2 part time posts, write 2 x 0.5 rather than 1 full time. It would be helpful if you could divide out advice, influencing and support/management posts. For more information on how we define lived experience, see our website.

Please fill in the table below.

Number of roles	Part time/full time role - proportion	Does the person have lived experience of the immigration system? Yes, no, does not want to say, other	Type of Role: Advice, Management, Admin, Influencing, other - please clarify
Example: 1	0.5	Yes	Advice

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 has supported. 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 so 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. Please select from the list below and add any missing categories:

Area(s) of Law

- International Protection
- Detention, Deportation and Removal
- Domestic Violence - SET (DV)
- EU Settlement Scheme
- Indefinite Leave to Remain
- Nationality
- NRPF/Change of conditions
- Private and family life
- Refugee family reunification
- Trafficking/Modern slavery

Service Users

- British Overseas Nationals
- Undocumented
- Asylum seekers
- Refugees
- Victims/survivors of domestic abuse
- EU Nationals
- Windrush

3. Please tell us about what you have achieved with the funding over the past year, what has gone well?

We are interested in what has gone well, and what you have been able to do with the grant. Including early evidence of how people have benefited from your work. Have referrals into and out of your service improved and relationships with referrals organisations? If there have been any unexpected outcomes (e.g., new sources of funding and/or new partnerships formed), we would be interested to know.

We're also interested to know about what helped you deliver your work, as this can be useful learning for others (e.g., influencing tools and campaigns that you have been working on).

4. Please tell us about any challenges or things that went less well and any learning you have so far.

We want you to be as open and honest as possible here. We recognise that we hold power as a funder initiative, creating an imbalanced dynamic. However, we are genuinely open to knowing what has gone wrong, as we want to be able to collectively learn from challenges/mistakes. It will also help us to think about where the needs are and how we can support grant partners in the future. Your answer will not affect your future funding. Examples could be around recruitment; we know this is a challenge and specifically recruitment of people with lived experience of the immigration system.

We are also interested to know what you have learnt from the work, especially things that you feel may be useful for others doing similar work to learn.

5. 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. Please tell us what has helped you in this work as well as any barriers to achieving your plans.

6. Do you have any suggestions for how the initiative could better support grant partners? (Optional)

We are a new initiative which is committed to learning, testing new approaches, receiving feedback and adjusting. Therefore, we are very keen to know how you have found the experience of applying for and receiving a grant, as well as being part of the initiative and sharing and learning with other grant partners. Have there been any benefits to you or your organisation as a result of being part of the initiative? What could be improved? Are there any community of impact events you'd like us to organise? If there is anything you haven't found useful, please let us know as this will help us to improve.

If you prefer you can use this anonymised link to fill in your feedback:

<https://forms.office.com/r/s7SqRU3UnZ>

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 allocated to partners have been provided as budgeted.

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

Thank you for taking the time!