

ALMT reporting guidelines

For continuity, the ALMT have implemented a reporting structure for our partners. This is to allow our partners to easily format, write and share the project's achievements. Please follow the guidelines below when reporting to the ALMT

The ALMT work directly with individual donors and co-funders; by creating a uniform reporting structure for partners, progress is readily available to share in a concise, informative way. This will also allow the ALMT to update the designated partner's pages on the website with ease and also feature news items and e-newsletter stories direct from the reports themselves.

Below are the headings/areas the ALMT would like you to cover in your reports. Please always provide information using the headings provided and if possible, don't exceed four sides of A4. If there is extra information that you feel does not fit under any of the below headings, please provide in a separate document. If available, please use your organisations headed paper. The Trust also welcome any design elements you wish to include. Photographs of project activity are particularly welcome.

NB. Once your report is submitted, the ALMT may request further information, it is your obligation to the Trust to provide extra detail where required.

Guidelines

- **Short summary update on the project as a whole and progress towards outputs and outcomes (as per the MoU):** Write something that can be shared with donors easily, around 500 words and explain any discrepancy between forecast and actual outputs.
- **Highlights and challenges:** Review the project's aims and reflect on how well these have been achieved. Did you face any problems/unforeseen issues while delivering the project, how did you overcome/deal with these?
- **Case Study/Success story:** Please include images and quotes.
- **Looking forward:** How has the ALMT's support impacted the organisation/the beneficiaries and what happens now the granting period has come to an end? How do you intend to continue supporting this project e.g. what other funding avenues are you seeking? Were your objectives met and has the project has been completed successfully? Do you require further funding?
- **Full budget report:** Please provide the original budget including a column for 'actual spend'. If there was an under-spend, please specify how the funds will be spent. These do not need to be returned but ideally will continue to benefit the project currently supported by the ALMT.