Grantee Pack

Congratulations on receiving funding!

What to do next

You are required to complete 3 key steps. These steps are essential to fulfilling the agreement you have entered into with the Funder, as outlined in the Terms and Conditions of your funding. This pack will guide you through each step.

You have committed to:

1	2	3
Deliver your project to plan (on time & budget)	**Post light touch updates** (a minimum of 2)	**Complete an impact survey** once your project is complete
More in the box below	More on page 3	More on page 5

1. Deliver your project to plan

You need to deliver what you said you would in your project pitch, as this is what you've been given funding for. This means sticking to your budget and delivering on time. We understand that plans can change. If you need to adjust any part of your project, please get in touch with us to discuss this. To get in touch simply email hello@actionfunder.org or go to actionfunder.org and click on the chat icon (pictured left).

2. Post Project Updates

You are required to post <u>a minimum of 2 Project Updates</u> showcasing the progress of your project through text, pictures, and/or videos.

Why Project Updates?

- To keep your funder updated on the progress of your work.
- They're quick and easy to post on ActionFunder and share on social media.
- Funders are notified when you post so they can stay up to date with your project.
- Funders are more likely to work with you again if you keep them in the loop.
- They're a great way to build a track record which is key to attracting future funding. Your funded projects and updates will remain on your ActionFunder profile for any potential future funders to review.

When to post

- You'll need to post an update when you receive your funding - use this first update to say a big thanks to your funder for backing your work! Let them know when you'll get started and what your plan of action will be.
- Halfway through your project, you'll need to post at least 1 more update. Let your funder know how the project is progressing and the impacts you're seeing so far.

What to include

- Any information on successes or challenges you are facing.
- It's great to include images and/or videos of the project in action - this really helps bring it to life!
- Use quotes from and, if possible, images of the project's beneficiaries to show the positive impact the project is having.
- Funders love to hear about the amazing people behind the projects they fund. Use updates to celebrate your team. You could share a photo of staff and/or volunteers that are helping to deliver the project.
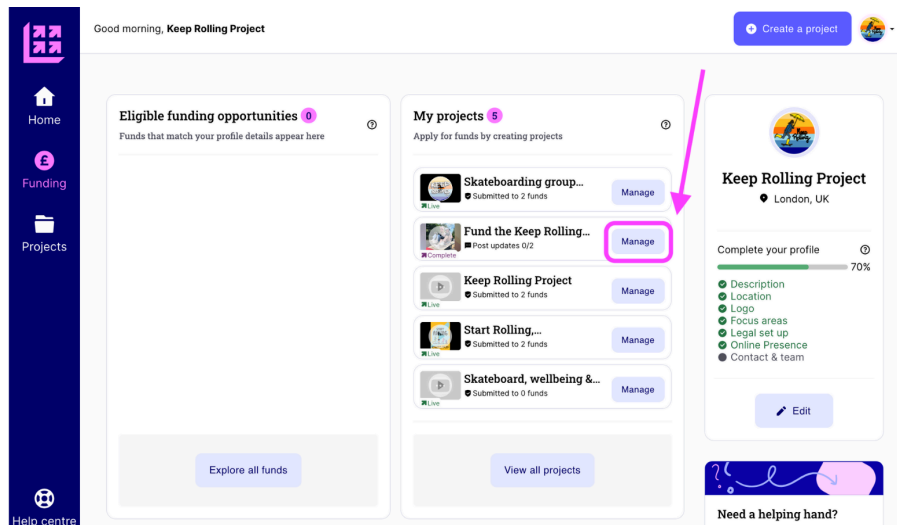
Examples

If you're after some inspiration, here are some brilliant examples from [Bridgend Eco-Bothy Build](#) and [Alive Dementia-Friendly Allotment](#).
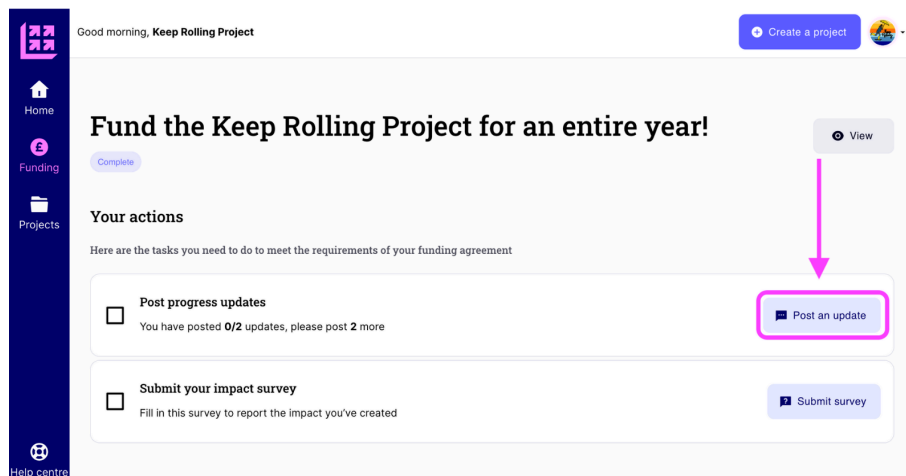
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How to post an update

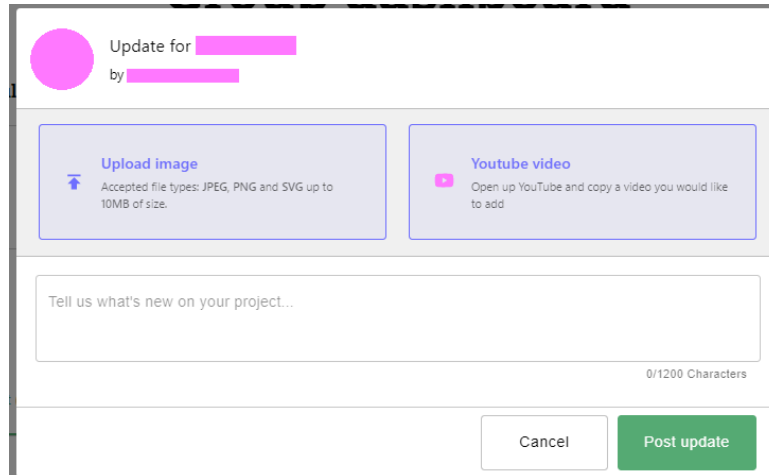1. a) Go to [your ActionFunder account](#), click on 'manage' on the project you need to update

b) Then click on 'Post an update'.

2. You can then post a short update (up to 1,200 characters, including spaces) and attach an image or upload a video (using a YouTube link).
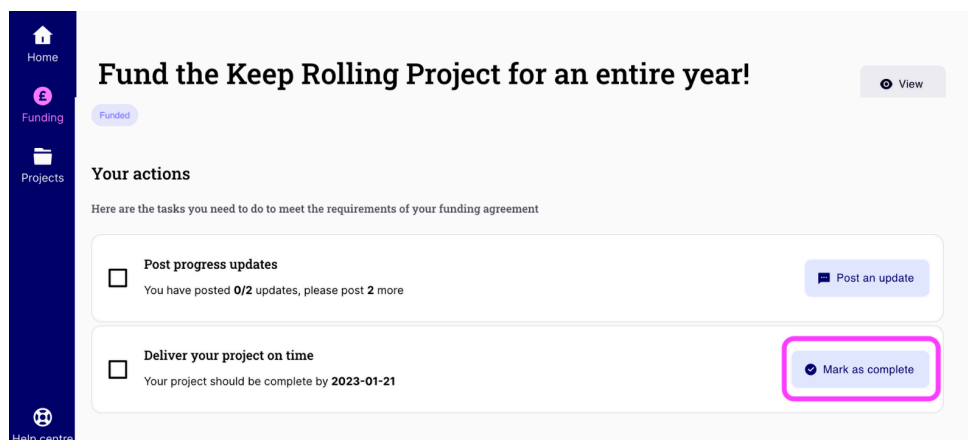

3. Once you've posted an update, it's easy to share on social media. Click the 'share' icon... and remember to **tag us @ActionFunder**!

3. Complete the Impact Survey

When you finish a project you must report on how things went. To do this you have to update the project's status on ActionFunder and then complete an impact survey.

Update your project status
To update the project's status: go to <u>your ActionFunder account</u>, Click the 'manage' button on your funded project then click 'Mark as complete' on your project
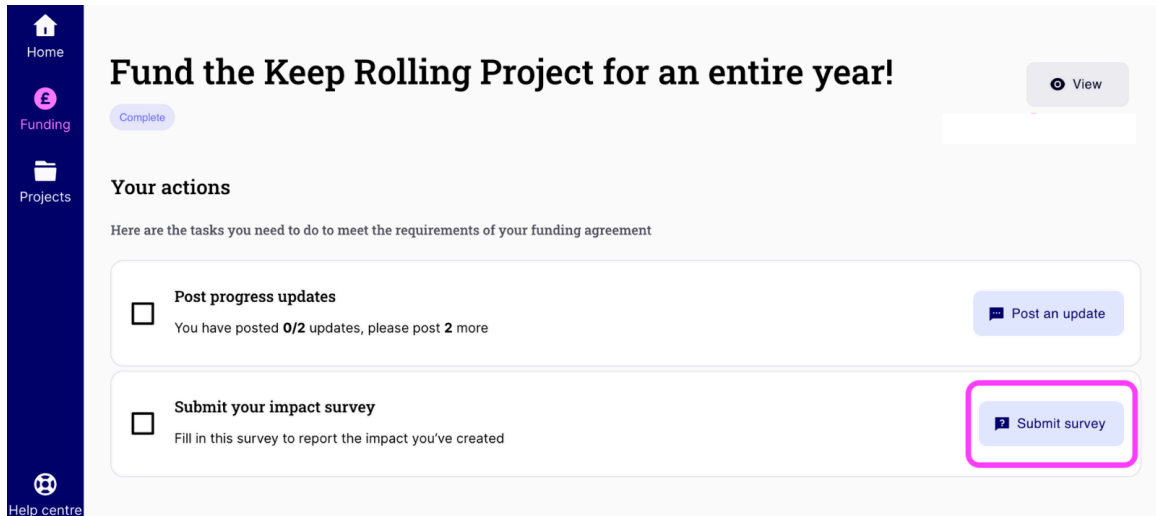
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Fill out your impact survey

Once you have updated the status of your project you will receive an impact survey by email. You can also access the survey from your dashboard by clicking directly on 'Submit survey'.

Below is a link to an example copy of the end of project impact survey.

This link will allow you to see what questions you'll be asked once you've completed your project. This is **not** your end of project impact survey, you will be sent a personalised impact survey once your project is marked as 'complete' (see previous section).

EXAMPLE - ActionFunder Impact Survey

Tips:

- Familiarise yourself with the survey questions now
- Make a plan about how you're going to measure your impact
- Start collecting data/info early (e.g. beneficiary quotes). This will make it easier and quicker when it's time to complete it

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Please remember

You must make sure you meet the terms of your funding, most importantly:
- ☐ Delivering your project to plan
- ☐ Posting at least 2 project updates
- ☐ Reporting on your project

This is something you agreed to when accepting the Terms and Conditions of your grant. If you fail to meet any of these, it may prevent you from receiving future funding through ActionFunder.

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We understand that plans can change, if this is the case you should let us know as soon as possible. You can email us hello@actionfunder.org or go to ActionFunder.org and click on the chat icon (pink icon in the bottom right corner).

Good luck with your project. We can't wait to see the amazing community impact of your work!