FUNDING SUPPORT / PRACTICAL TOOLKIT

Report Ready

Clear findings. Reconciled spending.

Prepare a useful account of what happened, what changed and how the grant was used - then adapt it to your funder’s actual reporting questions.

01

Gather

Bring together the agreement, records and financial evidence.

02

Interpret

Check denominators, coverage and alternative explanations.

03

Review

Reconcile expenditure; approve and submit the final report.

A practical bundle for small teams

Visual guide + editable Excel workbook + adaptable documents + fictional worked examples.

CUSTOMISABLE ADMINISTRATION TOOLS
Adapt to your organisation and each funder’s actual requirements. No funding guarantee, automatic reminders or direct data submission.

03 / FICTIONAL WORKED EXAMPLE

See what the numbers really say.

All names, amounts and results on this page and in the example CSV files are invented for learning. They are not client results.

People invited	**20**
Responses received	**12**
Positive responses	**9**
Response coverage	**60% (12 / 20)**
Positive among responses	**75% (9 / 12)**

Say: Nine of the 12 respondents reported the specified outcome. Eight invited participants did not respond. These figures do not establish the outcome for all 20 people or prove the programme caused it.

Try it in the workbook

Enter the fictional counts on Outcomes. Check the two different percentages. Set positive responses to 13 to trigger a count warning. A zero denominator leaves the percentage blank.