Using this pack

Organise evidence, budget information and responsibilities for one funding priority.

This pack helps a charity or community organisation carry out a manageable first review. It includes a PDF guide, editable browser worksheets and CSV recording templates. Use the steps below to adapt the materials to your programme and context.

Files and how to use them

Open Worksheets.html in a browser. Edit the wording and write into the spaces. Use Print or Save as PDF to retain your work. Download your answers as a local JSON file if useful. Nothing is submitted to HumanScope.

Open the CSV files in Excel, Google Sheets or another spreadsheet app. Save a working copy. Blank rows are intentional: add one row per record. Keep dates and response categories consistent.

Read the questionnaire or discussion prompts before collecting information. Pilot the wording with two or three appropriate people and note adaptations.

Review the included licence and release notes. Analysis, meetings, bespoke survey hosting and interpretation support are separately scoped services.

Important distinction

Check eligibility and current criteria directly with the funder before investing time. Keep an exact source link and the date checked. Include realistic administration, evaluation and delivery costs only where eligible. Do not treat an opportunity shortlist as approval, and do not include unsubstantiated outcomes or invent evidence.