

THE 29th MAY 1961 CHARITABLE TRUST

REPORT FORM QUESTIONS

Please note this is **not** the online report form. It is a list of the questions appearing on the online report form.

Please view these questions alongside our **Report Form Guidance** which is available on our website.

Questions marked with an asterisk (*) are mandatory.

If a question does not appear when you complete your report, this is because certain questions are only triggered when a specific answer to a previous question is given.

REPORT	
Organisation name	<i>This will be prepopulated - if incorrect please see Report Form Guidance</i>
Registered charity number (if applicable)	<i>This will be prepopulated – if incorrect please see Report Form Guidance</i>
Report reference	<i>This will be prepopulated – please see Report Form Guidance</i>
Please confirm the period of this report eg June 2024 to May 2025	
From* (DD/MM/YYYY)	To* (DD/MM/YYYY)

YOUR REPORT
Supplementary information may be attached as a separate file below.
Please provide your report here*
<i>Please see Report Form Guidance</i>

GRANT TERMS & CONDITIONS

When you agreed to accept our grant you agreed to the following Grant Terms and Conditions:

1. Our grant may only be used for the purposes outlined in your application, the fullness and accuracy of which we relied upon in deciding to make it.
2. You will meet, as a minimum, our expectations regarding safeguarding as outlined in our Safeguarding Policy.
3. You will comply with all applicable laws and regulations in carrying out your activities and will not do, or omit to do, anything that might reasonably be expected to bring us as donors into disrepute.
4. You will let us know right away if you become aware of any significant change during the life of the grant of which it is reasonable to expect that we would want to be aware as a responsible donor.
5. Grants are conditional upon the receipt of satisfactory reports from you. For a one-off grant a single end-of-grant report is required. For multi-year grants, you must submit a report for each year of funding.

Is there any matter you wish to highlight relating to our Grant Terms & Conditions which you agreed to when accepting our grant?* Yes/No

If you answer 'Yes' to the above question, we will ask: Please provide details*

FINANCIAL INFORMATION

Please note: if the financial information requested below is not available, future grants may not be possible.

Is this your final end of grant report?* Yes/No

If you answer 'Yes' to the above question, you will not be asked any further questions in this section.

If you answer 'No' to the above questions, we will ask:

Is your most recent inspected / audited financial report available on the Charity Commission website?* Yes/No

*If you answer 'Yes' to the above question we will ask you to provide a link to your financial report on the Charity Commission website ie Please provide a link**

If you answer 'No' to the above question you will see the following message:

"At the end of this report form you will be asked to upload a copy of your latest audited / inspected accounts. If your organisation is too new to have annual accounts, please attach a copy of your latest management accounts, which should include your income and expenditure account with balance sheet."

FILE UPLOADS

Please note: file uploads must take place immediately prior to submitting.

Interim report: If, in the FINANCIAL INFORMATION section you could not provide a link to your financial report on the Charity Commission website, you will be asked to:

“Please upload a copy of your organisation’s most recent audited /inspected financial report. (If your organisation is too new to have annual accounts, please attach a copy of your latest management accounts, which should include your income and expenditure account and balance sheet.)”

It is important that you follow the **Report Form Guidance** as files must be uploaded immediately prior to submitting your report ie do not Save and Resume after loading files as they will not be saved.

If you have other supporting files, please upload them in this section.

DECLARATION

The declaration will appear as:

To the best of my knowledge I can confirm the following:

1. I am authorised to submit this report on behalf of the above organisation.
2. The information within this report is correct.
3. I will inform The 29th May 1961 Charitable Trust immediately of any changes to the information provided in this report.
4. I give permission for The 29th May 1961 Charitable Trust to hold and process this information in accordance with the Privacy & Cookie Notice which is compliant with GDPR and can be found on the Trust’s website

I confirm

Title

First name*

Last name*

Role in Organisation

Email address*

Telephone number