What information do I need to provide in my Grant Report?

Coordinators will be asked to provide the following information for each Award Winner:

- **Name of Award Winner** – Please ensure that the Award Winners name is spelt correctly, as this information will be used by the Events team when preparing for the Celebration Event.

- **Age** – Please type the age of the award winner at the time of completing the grant report. (Ensure that all the winners selected are within the age criteria 11-25 yrs, any award winners outside of this age range will not be approved). If you are unsure of the age of any award winner, please select 0. Your Grants Officer will ask you to confirm the award winners age at a later date.

- **Reason for Nomination** – Please tell us why the Award Winner was nominated. Please provide as much detail as possible. (This information will be used as a citation at the Celebration Event). Sparse information may lead to the grant report not being approved.

- **How the Award Winner has spent the £250 grant** - Please select from the relevant tab how the grant has been spent.

  Equipment/Resources – Please provide an itemised list and cost of each item. (If your award winner has chosen a combination of equipment/resources and a trip, please use this option to complete your grant report).

  Trip – Please confirm where you will be going on the trip, select the date that the trip will take place and confirm how many young people will be attending

How to complete the online Grant Report

1) Please log in to the report database using the Applicant ID and Password we have provided. This will have been emailed to you. If you have not received this please contact the Jack Petchey Foundation on 020 8252 8000.

2) Please confirm all the contact information listed is correct. If there are any changes, please amend accordingly. Ensure that all information is spelt correctly. Please click on blue tab 'Save all details and continue'.

3) The following page will list all the schemes operating in your organisation.

4) Please select a grant report to complete by clicking on the name of the organisation and the scheme.

5) Please complete the name, age and reason for nomination for the first Award Winner.

6) Please confirm how the grant has been spent, by selecting the relevant tab (Trip, Equipment/Other. For split spends, please use Equipment/Other to report).

7) Please provide as much detail as possible about the trip/equipment or resources purchased as possible.

8) If you have more than one item, please click on blue button 'add another line' for every additional item.

9) Once you have detailed all items and spends, please click on the blue confirm award spend button.

10) Once all award winners have been detailed please click on submit the grant report.

11) You will receive an automated email following grant submission, please check your junk folder if you have not received this.

Frequently Asked Questions

1) When can I submit my Grant Report?
The grant report can be submitted between 1st June and 30th June 2019.

An email will be sent to the Scheme Coordinator on the 1st June 2019 to advise that the grant report database is open.

Throughout the reporting period, we will send reminders to the scheme coordinator.

2) What if I can't submit my report by the deadline, or I forget?
Please ensure that your report is returned on time, reports received after the 30th June 2019 may incur penalties, such as funding deductions and your account may be suspended. If you are unable to report on time please contact your Grants Officer immediately.

3) What is my Username and Password?

We will notify you by email once the grant report database is open. Enclosed in this email will be details of your login information.

4) I am having a problem with my login details

Please contact the Jack Petchey Foundation immediately on 020 8252 8000

5) What do I need to include in my Grant Report?
Please see 'What information do I need to provide in my grant report'

6) We have not awarded any young people or spent any funds?

Please contact the Jack Petchey Foundation immediately on 0208 252 8000.

7) My Scheme level is incorrect

Please contact the Jack Petchey Foundation immediately on 020 8252 8000.

8) I have had some awards deducted for this period, so have spares boxes to complete

Please complete the information for all your award winners. In any blank boxes, please enter N/A. This will enable you to submit the report.

9) I cannot submit my grant report

Please ensure that all fields are completed.

Also see point 7. Should you continue to have difficulty, please contact the Jack Petchey Foundation on 020 8252 800

10) I am a new coordinator filling out the grant report for the first time. I am not sure what to do.

Please ensure that you have informed us of the change in coordinator and that you have signed and completed an agreement form.

Please read 'What information do I need to provide in my Grant Report?'

If you are still uncertain please contact the Jack Petchey Foundation on 020 8252 8000.

11) We didn't receive the materials pack and have not received a payment.

Please contact the Jack Petchey Foundation ASAP on 020 8252 8000.

12) I have submitted my grant report, what happens next?

- Receipt - Upon submission of your grant report, you will receive an automatic receipt. Please keep this for your records and proof of submission.

- Query with grant reports - If your Grants Officer has a query with the information you have submitted in your grant report, they will generate a message through the online database system.

This message will be clearly identifiable and will state that your Grants Officer has a query! (Please ensure that you check your inbox and spam/junk folders regularly!)

Please respond to the query through this message system, by opening and responding. Please refrain from sending a direct email to your Grants Officers email account.

-Confirmation of approval of grant report – We will inform you that your grant report has been approved by email. This will be sent the w/c 15th July 2019.

- Next grant payment and materials - Once you grant report has been approved you will receive your next package of materials and grant payment in September. You do not need to do anything.

If you have any questions or queries that have not been answered, please do not hesitate to contact us. Please call us on 020 8252 8000.