

These guidelines are for the purpose of assisting those making a grant or loan application to The William Leech Charity or those seeking grants from The Lady Leech Fund.

The William Leech Charity

To maintain transparency and accountability, the William Leech Charity requires detailed reporting from all grant and loan recipients.

grants

Interim Reports: For large or multi-year grants, recipients may be required to submit interim reports detailing the progress of the project and how the grant funds are being used.

Final Report: All grant recipients must submit a final report within 12 months of receiving the funds. This report should include a detailed account of how the grant was used, the outcomes achieved, and the impact on the target community.

Evaluation: The Trustees may request additional information or conduct site visits to evaluate the effectiveness of the grant and ensure compliance with the original application.

loans

Annual Reporting: Recipients must provide an annual report detailing how the loan funds were used and the progress of the project.

Financial Statements: A copy of the charity's annual accounts, including a specific note of the loan from the William Leech Charity, must be submitted each year.

Repayment Schedule: Recipients must adhere to the agreed repayment schedule and report any issues that may affect their ability to repay the loan.

Final Report: Upon completion of the loan term, a final report detailing the overall impact of the project and the role of the loan in achieving project goals must be submitted.

The Lady Leech fund

Reporting for the Lady Leech Fund focuses on ensuring that the funds are used to benefit disadvantaged children in the developing world.

Interim Reports: For larger grants, interim reports may be required to track the progress of the project.

Final Report: A comprehensive final report must be submitted, detailing how the funds were used, the benefits to the children, and any challenges encountered during the project.

Evaluation: Trustees may request additional information or conduct evaluations to ensure the grant's effectiveness and alignment with the Fund's mission.

Volunteer support

Volunteer grant recipients are required to provide specific reports to demonstrate the impact of the funding on their volunteer-based activities.

Project Report: A detailed report on how the grant was used to support volunteer activities, including any measurable outcomes.

Volunteer Impact: Information on how the grant has supported or expanded volunteer involvement within the charity.

Final Report: A final report detailing the overall impact of the grant on the charity's work, particularly focusing on volunteer contributions.