

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.