Providing updates and reports to Community Foundation Ireland
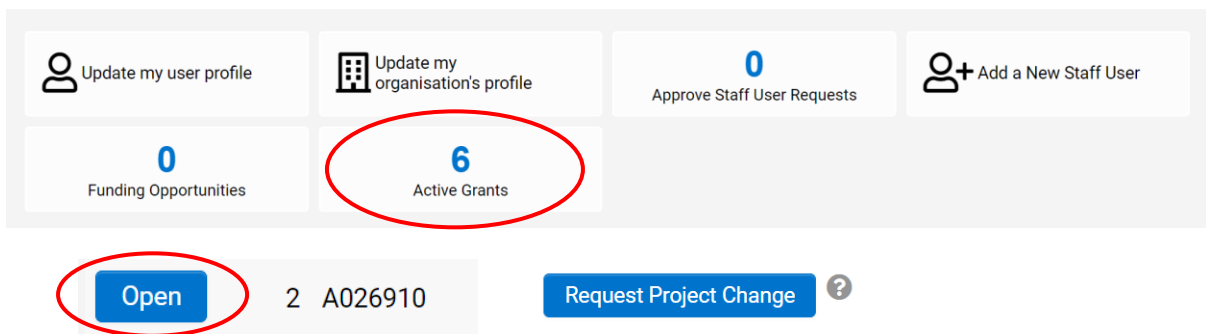
Once you have received funds from Community Foundation Ireland, you can start or continue your project.

Please keep us updated on how the project is progressing, as we often find that grantees experience delays in the first six-months of the work. Let us know if you are experiencing delays and we can award a project extension. If any changes need to be made to your project activity or the budget, please request a Project Change via the Grants Portal and we will authorise the change ahead of it being made.

Requesting a project change- Activities, Budgets or Extensions

We expect that there will be changes to the projects we fund as organisation respond to issues or extenuating circumstances. Generally, making a project change is not an issue, but it is important that you keep the Foundation up to date on any changes required. As outlined in the Grant Agreement, all changes should be signed off by the Foundation prior to the change being made.

In order to request a project extension, activity change or budget change, you can log into the Grants Portal, find the relevant application and click the button 'Request a Project Change'.
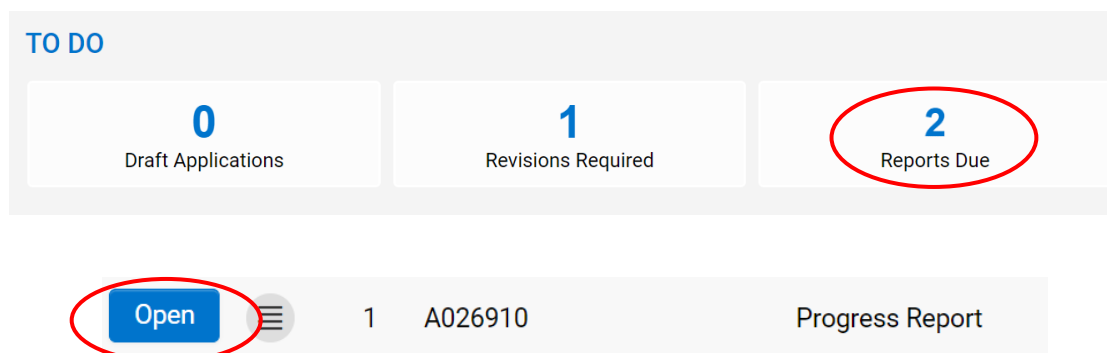

Generally, the Foundation will respond to a request for a project change within a week. If you have not heard from us within 5 working days, please reach out to the Foundation at portal@foundation.ie.

Formal Reporting on your Project

All grantees will be required to provide formal reports on their funded project. These are usually every six months, but specific dates will be outlined on your Grant Agreement. If your project is for longer than 12 months, you will complete multiple Progress Reports and one final Outcome Report.

When a Progress or Outcome report is due, you will receive an email from the Foundation outlining what report is due and the deadline for its submission. We will always give you a few weeks to complete your report. To submit a Progress or Outcome Report, you can log into the Grants Portal, find the reports that are due in and open the relevant report to complete and submit it.

Submitting your reports is a very important part of the Agreement, as these reports allow the Foundation to accurately reflect on the impact of our funding, and to report back to our own funders. Overdue or missing Progress or Outcome reports will impact your organisations' ability to receive future funding.

If you would like to update the Foundation on your project outside of the formal reporting periods, you are very welcome to. You can email us with any questions or updates as required.

Progress Report questions

Please share with us the progress of your funded project. This is you chance to share updates and where further work is planned to take place.	
How would you rate the overall progress of the project at this stage	
How would you rate the overall success of the project at this stage?	
What activities took place in the last six months? Did this differ to what you had planned?	
Has there been a delay in the project that requires an extension of more than 1 month?	
Have you already requested an extension to your project?	
Budget Update	
How much of the grant has been spent so far?	
Has there been any variance (more than 10% of the total cost) in the budget since your application/ previous report was submitted?	

Have you already requested the required budget change for your project?	
Please submit a budget showing the spend so far on your project.	
Aims and Objectives	
Please share an update on Objective 1. Include any highlights or challenges as relevant.	
Please share an update on Objective 2. Include any highlights or challenges as relevant.	
Please share an update on Objective 3. Include any highlights or challenges as relevant.	
Project Impact	
How many people have been directly impacted by this project since it started?	
How many people have been indirectly impacted by this project so far?	
Describe the impact of the project on the direct beneficiaries in the last six months	
Please describe the impact of the project on the indirect beneficiaries in the last six months	
Please describe the impact of the project on your organisation in the last six months	
If relevant, describe the cultural shift/ systemic change as a result of this project	
Please provide an anonymised case study or quote from someone who is participating in your project to show any impact and success of the project to date.	
If appropriate, please share a high quality photo of your project in action	
Final Updates	
Please feed back any other relevant updates about your organisation that will impact your project that Community Foundation Ireland should be aware of. This might include changes in staff, board, finances or other governance.	
Feedback- Please share any other feedback for Community Foundation Ireland as a funder	
If applicable, you may upload any additional documents that are relevant for us to see.	

Outcome Report questions

Please share with us the progress of your funded project. This is your chance to share updates and where further work is planned to take place.	
Please share your three main achievements from the last 12 months	

Please share your three main challenges from the last 12 months	
How would you rate the overall success of the project?	
Provide a summary of the activities that took place over the course of the project. Did this differ to what was planned?	
Budget Update	
Are there any residual funds now the project is complete?	
How do you intend to spend the residual budget down?	
Has there been any variance (more than 10% of the total cost) in the budget since your application/ previous report was submitted?	
Please provide detail of the budget variance.	
Please submit a budget showing the overall spend on your project.	
Please provide formal proof that you capital project has been completed.	
Aims and Objectives	
Please share an update on Objective 1. Include any highlights or challenges as relevant.	
Have you successfully achieved what you intended to in Objective 1?	
If no, what more needs to happen in order for this Objective to be achieved? Please outline future plans for achieving Objective 1.	
Please share an update on Objective 2. Include any highlights or challenges as relevant.	
Have you successfully achieved what you intended to in Objective 2?	
If no, what more needs to happen in order for this Objective to be achieved? Please outline future plans for achieving Objective 2.	
Please share an update on Objective 3. Include any highlights or challenges as relevant.	
Have you successfully achieved what you intended to in Objective 3?	
If no, what more needs to happen in order for this Objective to be achieved? Please outline future plans for achieving Objective 3.	
If you have been working with other organisations on this project, please share with us how the partnership has developed and any challenges you have faced in working together	
Project Impact	
How would you rate the overall impact of the project on the direct beneficiaries?	

How would you rate the overall impact of the project on the indirect beneficiaries / wider community	
How would you rate the overall impact of the project on your organisation	
How would you rate the overall impact of the project on the wider culture or systems	
How many people have been directly impacted by this project since it started	
How many people have been indirectly impacted by this project so far?	
Has any additional funding has been leveraged for this project as a result of the grant funding? If so, how much?	
From where have you secured this funding?	
How many new staff members have been employed as a result of this grant funding?	
How many additional volunteers have been involved in this project as a result of this grant funding?	
Describe the impact of the project on the direct beneficiaries in the last six months	
Please describe the impact of the project on the indirect beneficiaries in the last six months	
Please describe the impact of the project on your organisation in the last six months	
Describe the cultural shift/ systemic change as a result of this project	
What happens now the funding has been spent down?	
Please provide an anonymised case study or quote from someone who is participating in your project to show any impact and success of the project to date.	
If appropriate, please share a high quality photo of your project in action	
Final Updates	
Please feed back any other relevant updates about your organisation that will impact your project that Community Foundation Ireland should be aware of. This might include changes in staff, board, finances or other governance.	
More generally, what are the greatest funding needs for your organisation	
Share any opportunities and challenges facing your organisation/beneficiaries that Community Foundation Ireland should be aware of. This feedback helps with designing future funding rounds.	
Feedback- Please share any other feedback for Community Foundation Ireland as a funder	
If applicable, you may upload any additional documents that are relevant for us to see.	