



# ROTHSCHILD FOUNDATION

---

## COVID-19 SUPPORT REPORTING GUIDANCE

## Contents

---

Contents.....	2
1 Reporting to the Rothschild Foundation.....	3
2 How to Complete Your Reporting Form.....	4
2.1 Navigating to the Reporting Form.....	4
2.2 Completing the Final Report Form .....	6

## 1 Reporting to the Rothschild Foundation

---

Grantees will be asked to comment on how funding has been used and its impact on your organisation, service and community. We would like to know if your service has reached communities which have experienced high levels of disadvantage and have been disproportionately affected by the impact of the Covid-19 pandemic. If your grant was for core costs then please reflect on all beneficiaries served by your organisation, but if you were funded for a specific project then detail those who benefited from that project only.

Grantees will be asked to reflect on what has been learnt about the needs of the community your organisation serves over the funded period. You will be asked to relate how your organisation responded to these needs.

If your organisation has published any findings that demonstrate the effects of the pandemic on your community through surveys, blog posts, reports then you can share links through the report. You will also be able to upload any data that your organisation has collected. Please note that this is not an essential part of your report, and is simply an opportunity for us to reflect on learning gathered from the wider charitable sector.

Looking forward, the report will ask you to comment on the challenges or opportunities your organisation foresees in the next six to twelve months. You will also add your reflections on preferred duration of funding, focus of funding and anticipated spending needs for the future.

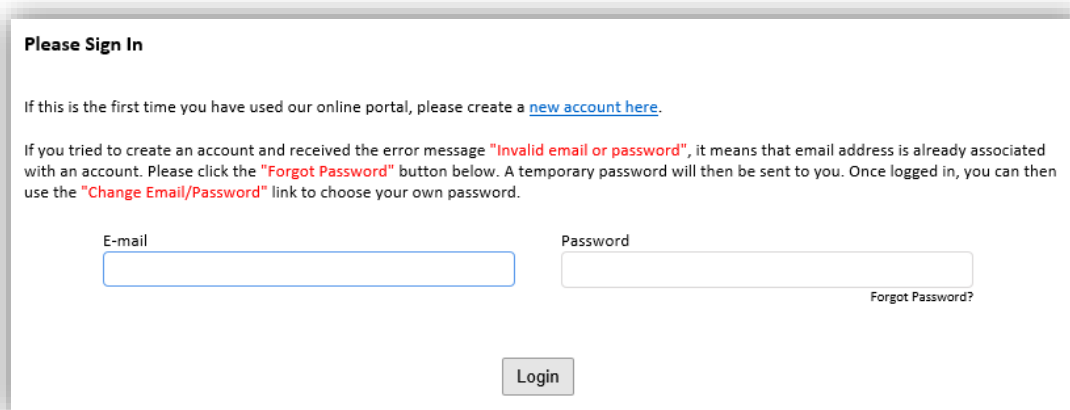
Reporting will ask you to relate how your organisation approached environmental sustainability over the past 12 months. It will ask you about your experience of the Rothschild Foundation's grant-making processes. We welcome your feedback and ongoing dialogue with our grantees.

## 2 How to Complete Your Reporting Form

All reporting is submitted using our online portal. We will email you to let you know when the forms are available for you to complete and remind you of the due date for submission. You will need to log in with the same details used to submit your original application. Please email [grants@rothschildfoundation.org.uk](mailto:grants@rothschildfoundation.org.uk) if you need any help accessing your account.

### 2.1 Navigating to the Reporting Form

Your notification email will include a link to our online portal. Follow the link and enter the login details of the account you created when applying to us.



**Please Sign In**

If this is the first time you have used our online portal, please create a [new account here](#).

If you tried to create an account and received the error message "Invalid email or password", it means that email address is already associated with an account. Please click the "Forgot Password" button below. A temporary password will then be sent to you. Once logged in, you can then use the "Change Email/Password" link to choose your own password.

E-mail

Password

[Forgot Password?](#)

Once you have successfully logged in, you will find a screen that looks like this:



  
ROTHSCHILD  
FOUNDATION

---

Account: [REDACTED] | [Change E-mail/Password](#) [Contact Us](#) | [Log out](#)

Last Log in: 05/02/2021 14:57 GMT00:00

### Applications

**Welcome to the Rothschild Foundation Grants Portal.**

**New Applications:** To start a new Covid-19 Support application, you will need to click the appropriate link on the [Covid-19 Support Fund page](#) on our website. Please note that we are not accepting new applications for either our Impact or Local & Community programmes at the moment.

**In Progress Applications:** If you are returning to complete an in progress application, you will need to choose 'In Progress Applications' from the dropdown menu on the right. A list of your in progress applications will then appear below.

**Submitted Applications:** To view copies of your submitted applications, please choose 'Submitted Applications' from the dropdown menu on the right. Please note that submitted applications can not be amended.

**Accepting your grant** If you have received a notification to complete your grant acceptance form, you will find the form by clicking on the 'Requirements' button above.

**Interim and Final Reports:** If you have received a notification to complete your interim or final grant report, you will find the form by clicking on the 'Requirements' button above.

Show   Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
------------------	---------------	-----------	----	--------------	---------	--------

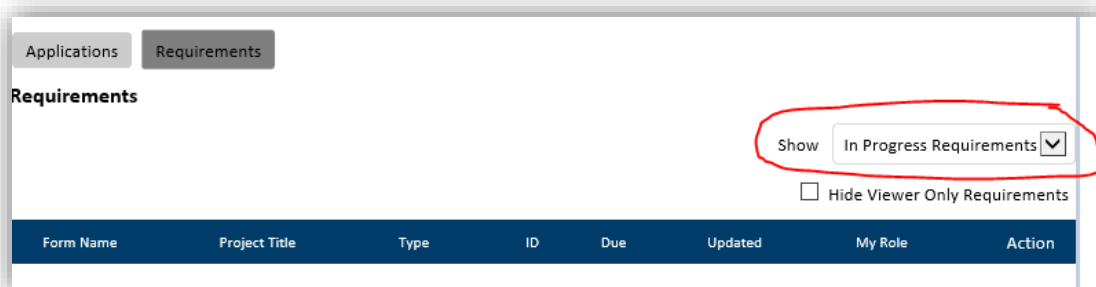
To find the reporting form, you will need to click on the 'Requirements' button in the top left corner.



The Requirements page will then appear. Please choose 'New Requirements' from the drop down menu on the right (marked with a red star in the image below). A list of your new requirements will then appear below the blue title bar. Double click on the name of the form to open it.



If you start the form and come back to it again later, you will need to toggle the drop-down field on the right-hand side to show 'In-progress requirements'. Once you have submitted your form, you will be able to find it under 'Submitted requirements'.



## 2.2 Completing the Final Report Form

When you open the form, the first page that will appear is the Submission Guidance. Each of the buttons along the top of the form represents a different page of the form. You can use these buttons to move forwards and backwards through the form. You can also use the 'Next' button at the bottom of the form to move to the next page of the form.

ROTHSCHILD FOUNDATION

Submission guidance | Your Grant | Your Beneficiaries | Your Knowledge | Your Future Plans | Your Feedback | Declaration | Review My Requirement

Required before final submission

Requirements and due date

Before completing this form, please ensure that you have read our Covid-19 Support Guidance, which is available to download from the [Covid-19 Support page](#) of our website.

You will need to share a narrative on the activities delivered with your grant. You will also need to know the age, location, ethnicity and type of beneficiary your organisation has supported.

Please ensure that you complete and submit this form by the date below:

██████████

Grant details

Date grant awarded  
██████████

Grant reference number  
██████████

Grant amount  
██████████

Grant manager name  
██████████

Grant manager email address  
██████████

Save & Finish Later | Next

Once you have completed all the sections of the form, you will end on the page 'Review My Requirement'. This page will provide a summary of all the information you have provided in the form.

If you have missed any of the required questions of the form, a red box will appear to indicate the questions you need to revisit. Please complete these sections in order to submit the form.

ROTHSCHILD FOUNDATION

Submission guidance | Your Grant | Your Beneficiaries | Your Knowledge | Your Future Plans | Your Feedback | Declaration | Review My Requirement

There was a problem processing your request.

- The Covid-19 Support Fund prioritised support for groups that have been disproportionately disadvantaged by Covid-19. How have you ensured that these groups can access and benefit from your service? Please outline any additional information on how you have used the funding to support these groups. is a required field.

Once you have completed all the required sections, and you are happy with your answers, please click the 'Update' button at the bottom of the page to save your edits.

The Rothschild Foundation is committed to protecting your personal information. We collect information about you to process your grants, manage your account, process your applications and, if you agree, to email you about other products, services and promotions we think may be of interest to you.

The use of your information may involve sharing the information with employees, contractors, agents and professional advisors of the Rothschild Foundation, fraud prevention agencies, and other carefully selected organisations. Further information can be found in our [Privacy Policy](#).

Save & Finish Later Update

The button will then change to 'Submit'. Please click the 'Submit' button at the bottom of the page to submit the completed form.

The Rothschild Foundation is committed to protecting your personal information. We collect information about you to process your grants, manage your account, process your applications and, if you agree, to email you about other products, services and promotions we think may be of interest to you.

The use of your information may involve sharing the information with employees, contractors, agents and professional advisors of the Rothschild Foundation, fraud prevention agencies, and other carefully selected organisations. Further information can be found in our [Privacy Policy](#).

Save & Finish Later Submit

A copy of your submission will be emailed to you for your records. Please note that the form **cannot** be amended once submitted.