

## Writing an Annual Report

### Helpful Hints and Tips

#### 1) Read your original application before you start

Your full application forms the contract between your project and Defra.

If you have made significant changes to your project (outcome, outputs, key personnel and/or budget) you should have had this agreed with Defra. If you have made significant changes and have not had an agreement for this please contact LTS directly with a Change Request form

<http://www.darwininitiative.org.uk/resources-for-projects/reporting-forms>

#### 2) Utilise your logframe

Your logical framework is the means by which we will evaluate your progress. The indicators you proposed should be reported against and evidence to support this should be presented in annexes, or appropriate hyperlinks provided. A narrative explaining what role the project played in affecting this change should be included.

#### Example of suitable reporting in logframe

Indicator in logframe	Progress in 17/18
Number of local people employed by the National park increases from 10 (2016 baseline) to 60 by 2019	In 2017 a further 20 local people were employed taking the total to 50 in 2017.  <b>Annex 4</b> provides the updated Management Plan on which page 73 provides data on number of local people employed.

#### Example of suitable reporting in the body of the report

The project provided jobs and enterprise training to 56 individuals in the project period. Follow up surveys from participants suggested that the training had directly contributed to 23 individuals securing paid employment on a casual basis and directly contributed to 5 individuals securing employment on a permanent basis. The training was for 10 days over a 2 month period and covered issues such as 'Customer Service skills', 'bookkeeping' and 'Computer use'. **Annex 5** provides the training manual and **Annex 6** provides the survey results.

### **3) Evidence is important**

Try not to rely on 'because we said so' reporting. Wherever possible substantiate your statements with evidence. The evidence you use will likely vary depending on what you are demonstrating. Data triangulation, i.e. presenting evidence from multiple sources, may strengthen your claims. If possible try to draw on independent evidence i.e. government statistics, material presented to other donor funders. Evidence used to substantiate statements of progress/impact could include:

- Government documents
- Illustrative quotes from project beneficiaries/stakeholders
- Figures including graphs and tables
- Meeting minutes of Steering Committees/ workshops etc.
- Photos and or videos
- Newspaper articles
- Maps
- Project authored reports
- Independent authored reports

#### **What to avoid**

The following have all been drawn from genuine Darwin project reports.

#### **4) Writing general statements without evidence**

'We are making good progress.'

'We believe this is true'.

'We think that progress is adequate'.

#### **5) Only listing activity outputs without reference to the outcome of this work e.g.**

- Number of workshops
- Number of plans created
- Number of maps generated

This may all be necessary first steps in securing change but unless you follow up and present evidence on the effect this activity has had then your statement of impact remains unsubstantiated.

#### **6) Talking about poverty as being only a monetary issue**

Poverty is multi-dimensional with people moving in and out of poverty. What affects people's poverty status will change. A [learning note](#) developed by the Darwin Initiative provides some further background on the multi-dimensional nature of poverty. Please note, updated resources on engaging with poverty issues are due to be uploaded to the Darwin website in 2018.