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| REPORT WRITING GUIDANCE |
| **INSTRUCTIONS** |
| In return for the funding that we offer, we require all individuals who are given grants by the Trust to submit a **written** report on the activities for which the grant was given. This must be done **within two months of completing that activity**.  Some find it daunting to write their report, but it need not be and indeed it can add to your enjoyment and memory of the activity.  We do not demand any set format for the report or any great detail, although a report template is available on our website at [www.kretrust.com](http://www.kretrust.com) for use as a starting point and Word format would be preferred. It can be any length which gives a fair feeling for the project but perhaps a minimum of 2‑3 pages. Additional new media content would be welcome. |
| These reports are important for several reasons:   * **Trustees** – to monitor the progress and success of different types of activity. * **Donors** – to demonstrate the fabulous experiences that their generosity has helped enable and to encourage further giving so that other young people can do amazing things. * **Potential Recipients (MOST IMPORTANT)** – to provide inspiration and guidance to others in planning their gap year activities. |
| **Guidance**   * Start planning your report before you begin your adventure. * Generate content as you go along – this will make the process of report creation more reflective and much more fun! The Trust would welcome any blog or Facebook posts during your trip. * Be creative in recording your project – consider new media and technologies. The Trust would be prepared to offer technical and commercial assistance if required. (This should be requested as part of the initial application.) * Make it personal – let it reflect your emotions, thoughts, impressions and highlights. We would hope that you are able to describe difficulties as well as successes. * Since it may be used by others as a basis for planning, it should include details of place, communications, climate and time of year.   **Photographs, videos and other imagery** should be an important part of the report and should try to illustrate something of the atmosphere and people involved in the activity for which the grant was given. Since we may wish to reproduce some of the reports on our website, we might ask for digital copies or prints of your photos which will be returned. We also assume that we can use all content that you provide unless you state otherwise.  The written report should be sent as an email attachment, preferably in Word format, to the Trust’s Student Link, Wendy Osmond: [kretrust.info@gmail.com](mailto:kretrust.info@gmail.com). |