

Micro-training: Creating an Impact Report





Impact In Action:
one of BVSC's
projects funded by
the City of London
Corporations' charity,
City Bridge Trust





Benefit from FREE support until July 2022



1-2-1 targeted support

One-off, or a more ongoing mentoring approach, this support is tailored to the problems you want to solve so can pinpoint solutions quickly.



Training

We will be offering a range of bite size training. Keep an eye on www.bvsc.co.uk under the Impact in Action section or request in house training.



Resources

Our website will be brimming over with resources that we've researched so that you don't have to. We've made a start, but keep returning as we add more.



Way Up Quality Assurance Scheme

6 areas to ensure your quality and that you are funder ready.

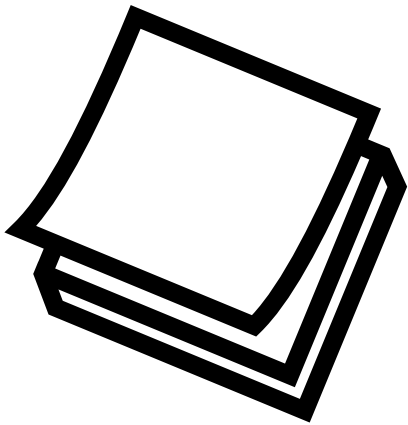


Where this fits in

Impact	Outcomes	Outcome indicator/targets	Methods of data collection	When/by whom	How to report and use
Increased employment in Bexley Borough	Improved technical skills from shared knowledge	1) 70% of those supported by our group gained online qualification in Radio Software Level 1. 2) 80% of participants noted increased technical skills from shared knowledge. 3) Case studies demonstrate improved ability to liaise with the council.	1) Log of those who started/completed and passed the training. 2) End of term survey. 3) Staff/volunteer observations, quotes from survey.	1) Quarterly, Project lead 2) Quarterly, Project Lead 3) Updated on database by Key Worker following each 1-2-1 session.	<ul style="list-style-type: none"> Staff meeting feedback Headlines in Newsletter to supporters (NB Confidentiality) AGM Snippets on social Media
	Other outcomes				



This is an impact report



<https://cact.org.uk/uploads/e4059e9738fdeefc5de35f715eb03df3>

142 page Impact Report from Charlton Athletic Community Trust (they also have a summary)



...and this is an impact report



IMPACT REPORT 2019-2020



Join us on a whistle stop tour to find out about the benefits to Bexley of BVSC. Figures and quotes are for the 2019/20 financial year, but given the massive impact of Covid we've added a section on that and our future work. Let's start with what others have to say about us...

'Exceptional!'
Local group

'I will use most of the course content.'
New Chair

'local organisations... keeping up with change!'
Bexley Charity

'Having a well-connected and reputable organisation such as BVSC to link us to the local community is invaluable.'

'brilliant training I am now able to inform other members about funding and how to apply for it successfully'



3 page summary

<https://www.bvsc.co.uk/ImpactReport201920>



Deciding on a type of report

Audience?

Current Grant
Maker who requests
a report

Individual givers

Purpose?

Explain progress
against
outcome/impact
indicators.

To show their
money has been
spent well.

Key messages?

For example, we achieved 3 of the 4
outcomes and 1 unexpected outcome.
Analysis suggests we are on track to
achieving impact targets.

Their investment has changed people's
lives.

Type of Impact Report

Check what your funder would like, but you
may want to be able to refer them to a long
version report.

Short report with the option to find out more.
Likely to be more visually appealing with
summaries, infographics and/or photos.

Taken from One Page Wonder Creating and Impact
Report

<https://www.bvsc.co.uk/resource/resources>



Deciding on a type of report

Audience?

Current Grant
Maker who requests
a report

Individual givers

Purpose?

Explain progress
against
outcome/impact
indicators

more
spent well

Key

Impact Report

under would like, but you
be able to refer them to a long
report.

report with the option to find out more.
likely to be more visually appealing with
summaries, infographics and/or photos.

Proportionality

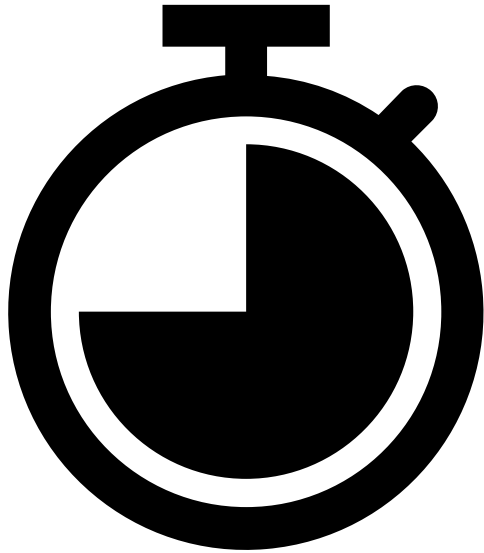
Taken from Our
Report

ating and Impact

<https://www.bvsc.co.uk/resource/resources>



What period does it cover?



Impact is a longer term goal that others feed into

Outcomes and outputs may be monitored at intervals and then evaluated

All may form part of your report. Some may link to your Annual Report/Annual Accounts



What structure? Long report

- Title page
- Contents
- Foreword/Acknowledgement
- How to Use this report
- Executive summary
- Introduction
- Methodology
- Background
- Findings (answering questions around outputs, outcome, quality and feedback)
- Discussion
- Conclusion
- Recommendation
- Appendixes

Check out the following from page 12 for more information.

<https://www.communitysouthwark.org/Handlers/Download.ashx?IDMF=3b577a5e-ce24-4790-ae54-99b5ce5f276e>

This link has a useful checklist for your report: <https://www.inspiringimpact.org/learn-to-measure/review/impact-reporting/>



What structure? Short Report

Short Impact Reports

Shorter reports may amalgamate or miss some of the above areas. I suggest the following would allow a proportionate amount of information for smaller projects.

- A brief introduction to say what the report is aiming to do.
- Why you are doing the work (needs).
- What you are doing (activities).
- What you have provided (outputs)
- What's changed (outcomes)
- How that relates to bigger change (impact).
- What all that means (findings)
- What you are thinking for the future (recommendations)





Choosing the right way to liven up – data visualisation

Taken from 7 Impact for Funding Sessions On Demand booklet- available on request

What you want to show

Key facts and figures



Comparisons



Parts of a whole



Change over time



Relationships between different factors



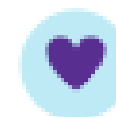
Geographical spread



Text analysis



Best way to present



Icons, images



Bar charts



Pie charts or donut graphs



Line graphs



Scatter plot



Heat map



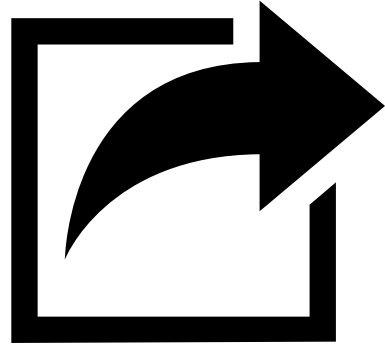
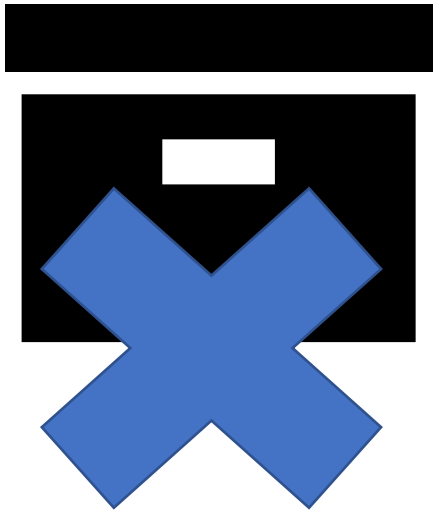
Word cloud

<https://www.inspiringimpact.org/resource-library/data-visualisation-presentation/>

<https://www.inspiringimpact.org/learn-to-measure/review/data-visualisation/>



Where does it go?



Website

Social

Slide version at AGM

Annual Accounts

Networking

Emailed to supporters,
relevant councillors, other
stakeholders



Superhighways and BVSC

Summer school

Each session builds on the previous, so do book on to each training session, if possible!

Excel bitesize 1: managing your data

12th July 10.00am-12.30pm

Excel bitesize 2: creating a workable data set

13th July 10.00am-12.30pm

Excel bitesize 3: analysing your data

14th July 10.00am-12.00pm

Excel bitesize 4: interpreting & presenting survey data

19th July 10.00am-12.00pm

Excel bitesize 5: creating a dashboard

20th July 10.00am-12.00pm



CfE and BVSC

Impact in Action with Coalition for Efficiency

Find out more about the sessions online
by clicking the links



[Being agile planning workshop](#)

30 June 9.30am-11.00am

This interactive session will show you how to use agile principles and an agile mindset to plan for the months ahead and measure your performance. It is aimed at small charity leaders looking for agile ways of planning, measuring and managing your activities and impact. This session is led by JCURV.

[Measuring impact in a crisis](#)

20 September 10.00am-11.30am

This interactive session will provide participants with an opportunity to reflect on and understand what impact means for them in their work. Participants will then look at different ways of measuring impact and collecting data in a rapidly changing environment.

[Quantitative Data Essentials:](#)

6 October 10.15am-12.30pm

Many small organisations are nervous about

[Measuring wellbeing](#)

3 November 9.30am-11.00am

Charities and social enterprises deliver that have an impact on the wellbeing of people and, in most cases, the community they work with. Sometimes this is the main focus of their organisational mission, for others it is a by-product. Undoubtedly, all work towards improving wellbeing of those they support. However, they may also inadvertently do harm to people's wellbeing due to their service model or other crucial factors. This session will provide an overview of what is meant by wellbeing and what tools exist to help charities and social enterprises to measure their

[How to get the best out of surveys](#)

16 November 12.30pm-2.00pm

There is an array of survey options available to small organisations in order to evaluate their activities or explore a specific area. How can you ensure that you build surveys that will maximise your response rate while also ensuring quality responses? How do you make sure to remove biases from your data and ensure respondents feel they can



1-2-1 Funding discussion



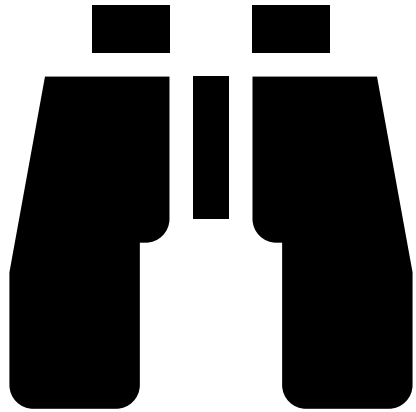


Cory Fund Training





Get the training you want for free



[https://www.bvsc.co.uk/
year-1-impact-views](https://www.bvsc.co.uk/year-1-impact-views)



Please fill out

<https://bvsc.co.uk/training-evaluation-form-impact-action>



BVSC

Bexley Voluntary Service Council
Strengthening voluntary and community action



**IMPACT IN
ACTION**

