**Emergency Hardship Fund Disbursement Group**

**Requirements for Impact Reporting**

As part of our responsibility to our donors, the Division of Development & Alumni Relations (DDAR) must provide regular impact reports detailing how gifts to the Emergency Hardship Fund are supporting current students.

In order to meet our reporting needs, the following will apply following each round of disbursement:

* The Hardship Fund Disbursement Group will provide DDAR with a breakdown of all disbursement decisions made, along with a project summary for each area of support. For each project, this will include:
	+ Amount recommended for disbursement
	+ Name and objectives of project to which funds will be disbursed (including evidence of meeting a genuine need/demand)
	+ Summary of how the project adheres to the Guidelines for Disbursing Funds
	+ Estimated number of beneficiaries
	+ Whether this is a new or existing project
	+ Which portion of the funds disbursed (if any) is “budget relieving”
	+ Contact details for an agreed Activity Lead, who will be responsible for ensuring reporting requirements are adhered to for the duration of the project
* For each project, an Activity Lead must be identified. The activity lead will work with DDAR to agree a plan for impact reporting across the life of the project. As a minimum this will include:
	+ Submitting quarterly impact reports detailing the progress of the project, number of beneficiaries, key successes and project milestones, and any challenges encountered
	+ Supporting DDAR to gather impact content from beneficiaries. This will vary by project but could include sourcing reports or multimedia content, or providing beneficiary details to DDAR for follow-up.
	+ Where appropriate, working with DDAR to ensure that beneficiaries meet any compulsory reporting requirements. The nature and frequency of these will be agreed in advance for students receiving direct bursary support from the Emergency Hardship Fund.
	+ Ensuring that beneficiaries are made aware of the fact that the project has been funded by donors to the appeal
	+ Informing DDAR if there is a change of Activity Lead at any point in the project.