{PROGRAMME NAME}

Final Report

{Date}

{Hub logo} {Partner/ Funder logo}

1. BACKGROUND

*Some background on how the programme or project came about, who was involved, and what the objectives were.*

2. PARTNERS AND FUNDERS

*Short profiles of the programme funders and/or partners*

3. FACILITATORS

*Short profile(s) of the facilitator(s) who ran the programme.*

4. NEEDS ASSESSMENT

*What did the programme set out to achieve, and how did you determine this need within the group/ ecosystem.*

5. RECRUITMENT & SELECTION

*Here, you talk about what the criteria were, how you recruited, and who you recruited. Include screenshots of some of the activity/ images of your marketing material/ links to your application form or web page. You should also include some quantitative feedback on how many channels you used, how many people you reached, how many applications you received. You should detail your selection process, some of the key findings through this process, and some information about your final selection of entrepreneurs. You may also include some of the findings from the pre-programme survey.*

6. PROGRAMME OVERVIEW & DELIVERY

*Here you cover the programme learning objectives, programme structure, content covered. You might include links to the content or a diagram that shows the programme elements.*

*Here, you can include a qualitative account of how the programme went and any feedback you gathered from the entrepreneurs and facilitators. You should also include photos of the group and the workshops rooms, or screenshots of the webinars or calls as evidence of the programme.*

7. PROGRAMME IMPACT

*This is where you include your findings from the surveys – including your comparison of how confidence levels and understanding have increased. Remember to go back to your original proposal or the funder’s RFP to refresh on what they wanted to achieve through the programme, and ensure you have spoken to this.*

8. ADDENDA

*You can include the survey results, applicant list, programme content etc. as individual addendum at the end of the report.*