



Round Table Reporting

Information sheet for participants

Why are we doing this?

Round table reporting is an alternative approach to providing a traditional accountability report. It provides an opportunity for you to meet with Foundation staff and other grantees part-way through your grant period. The purpose of this meeting is to provide a brief verbal update to the Foundation and other grantees on the progress of your funded initiative, rather than having to provide a written report on completion. We hope that this style of reporting will help:

- deepen relationships
- promote trust and transparency
- provide an opportunity for questions and discussion
- support learning about each other's work across the NGO sector.

How will the meeting be structured?

Meetings will generally be between 1 ½ - 2 ½ hours long, depending on how many people attend. We the meeting will follow the general outline below:

- Welcome
- Updates from grantees
- Morning or Afternoon tea
- Questions and discussion.

Who will be at the meeting?

Meeting attendees will include Todd Foundation staff members and other grantees from your geographic region. Todd Foundation trustees may also attend.

Due to space and time considerations, we can usually only have one representative from your organisation at the meeting. Ideally this will be the person who knows the most about the initiative which has been funded.

Prior to the meeting we will send out information about all attendees' organisations and their funded projects, so you will know who else will be there.

What do I need to prepare for the meeting?

You don't need to bring anything to the meeting other than your knowledge of the initiative funded and the community served. Simply be prepared to give a brief 5-6 minute verbal update that covers the following points:

- The work you've **done** so far with Todd support
- What you've **achieved** so far through this work
- Any **challenges** you've experienced
- What you're **learning** about how to serve your community better

Please note that we will not be using Power Point. To ensure that everyone has equal chance to speak (and plenty of time for discussion afterwards), we will be keeping strictly to time, so please be ready to limit yourself to the allotted time for your input. You are also welcome to bring along any information (brochures etc) that could be of interest for others.

What if I can't attend the meeting?

Because round table reporting is now our main form of reporting, we expect grantees to send a representative to the meeting if at all possible. We have scheduled these meetings nine months in advance, and advised you of the timing when your grant was confirmed, so that you can plan ahead. If you know at this stage that you will be unable to attend, our preference is that you organise for another person from your group to present on your behalf.

If this is not possible, please call us to arrange an alternative, and if you have any concerns or questions about attending the meeting at any stage, please do give your main point of contact at the Foundation a call to discuss.

Will we need to do any other reporting on our grant?

To complete your reporting, we also ask that you send us a copy of your next annual report and financial statements/accounts when they are available. These should list the Todd Foundation donation you received as a separate item – please call us to clarify this requirement if you're not sure what this means.

Other than this, you will not need to provide any further written reporting specifically on your grant – although we are always happy to receive any informal updates, newsletters etc. that you wish to send.

Thank you in advance for your participation – we look forward to meeting with you.