



Making Roads Safer

## Road Safety Trust Guidance for Report Writing

# Small Grants

**This guidance document has been prepared to help The Road Safety Trust grantees to produce the Final Project Report.**

Funded projects are expected to adhere to this guidance when producing reports or discuss alternative formats with their Grant Manager. For example, in some cases a Small Grant with a detailed research focus may benefit from using our guidance for main theme projects.

As a general guide we would expect Small Grant project reports to be around 6-12 pages plus appendices. We also require a final project progress report and budget as a separate document.

The key elements you need to include in the report are:

- **Project Summary**

This section summarises the main parts of the project and is a crucial part of your report, encouraging readers to read the whole report. The summary should be written and presented so that it could be a standalone piece i.e., contain the most important points to enable the readers to understand what you did and how you did it, why it was needed and the relevance to road safety knowledge, policy and practice. We recommend one page for the Project Summary and writing it last.

Briefly describe (but do not copy and paste from the main report): the road safety context and purpose of the project, the key activities that took place, the project design and what evidence was collected to know if it worked, the important findings, and the conclusions and/or recommendations.

- **Introduction**

This sets the scene for your project, and should include the relevant road safety issues being tackled and why there was a need for it. You can draw upon the literature, local statistics and preparatory research that describes the situation leading to the project being developed.

- **Aims and objectives**

Provide concise statements of what the project intended to achieve and the main actions that were taken to deliver this – what you wanted to do and how that was done. (More detail about activities can be provided in the section on project design below).

- **Project design and activities**

A description of the main activities and methods that were undertaken to deliver the objectives, in chronological order. It should contain enough detail so that others could replicate the project. This should include the procedures or methods that you used to gather data and information to measure the benefits.

- **Findings**

This is your opportunity to demonstrate what has happened as a result of the project. Describe what the data and information shows, does this provide enough evidence to say if the project is a success or not? Why? Include any figures, tables or quotes that illustrate important results - these provide the reader with a visual representation and a way to facilitate understanding of the results. Take the time to provide a commentary to draw attention to interesting results and an interpretation of what this means.

- **Learning and next steps**

We are interested in understanding the difficulties and enablers that were encountered during project delivery. Please list or discuss:

- Things that went particularly well.
- Things that didn't quite go to plan or what you would do differently if you did it again.
- The plans for the project going forward. Will it be continued or rolled out?

- **Conclusion and recommendations**

Summarise your results and make recommendations for applied road safety policy or practice or further research.

- **Hints and tips for future projects**

Provide guidance for practitioners or researchers who are thinking of delivering a similar project. If you are producing a separate report specifically for practitioners or policy, include the main points here then refer the reader to the other report.

