



WorldWise Global Schools

Grant Call 2018-2019

Instructions for Online Financials and Narrative Report

STARTER Schools

Please note that this is an online reporting process.

IMPORTANT DATES

DEADLINE FOR SUBMITTING REPORTS: 5:30pm on 10th May 2019

*****This document is for reference only and is intended to provide clarity on how to complete and submit your Online Narrative and Financial Report*****

Getting Started

- As part of your application for a WWGS grant in March/April/May 2018, a unique user account was set up to allow you to access your Application Form and log in to complete it over multiple sessions before submitting it for appraisal. One of the main conditions of receiving WWGS funding is that a Financial and Narrative report on the activities carried out using WWGS funding must be completed and submitted to WWGS at the end of the academic year. This report form can be accessed on the same page that you filled out your original application.
- Salesforce will 'time out' after a certain period and you will lose any information not saved. Therefore, we suggest that you regularly click 'Save' as you complete the report.

To access the online application and reporting forms log on to:

<https://sha-wwgs.force.com/application/login>

How to Complete & Submit Your Narrative and Financial Report

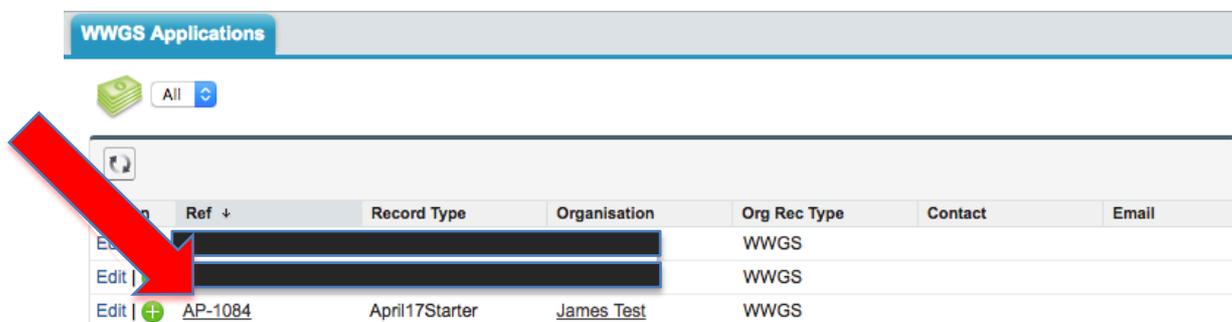
1. Log in to your online account at the webpage linked above. If you no longer have the password for this account, you can reset your password by clicking the *Forgot Your Password?* link on this webpage. *If at any point you have difficulties logging in or resetting your password, then please contact us and we can reset it for you.*

Following this, you will be directed to the screen below. Click on 'Go'



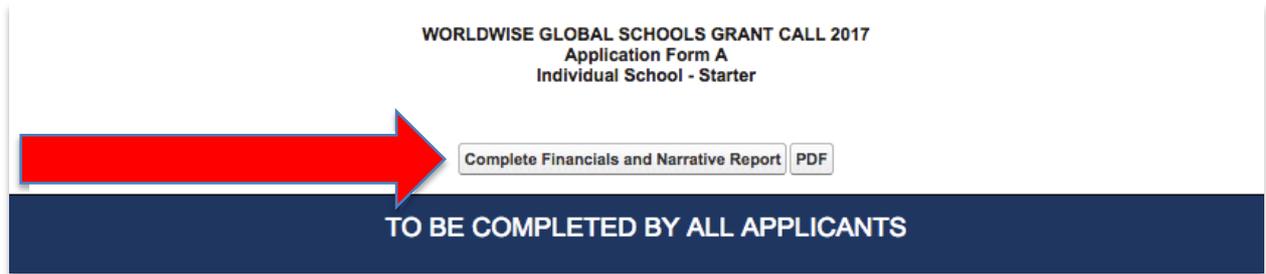
2. You may have a number of previous applications and see a list of application references. Each application reference starts with *AP* followed by 4 numbers. Click on the application with the AP number that corresponds to a record type of *April18Starter*.

The record type indicates what year the application is from.



3. You will now see a webpage which consists of the application that you completed in 2018, along with the Financial and Narrative report sections (explained in more detail in steps 5-8 below).

- Click *Complete Financials and Narrative Report* (as pictured below) to enter information into the report.



You are now ready to fill in your reports

- Fill in all required information throughout the report, leaving no relevant fields blank (some sections only apply to certain schools such as the one on Global School Partnerships).

NARRATIVE REPORT

NR-1: Expenditure

NR 1.1 If you did not spend the full grant (see above for difference between Total Awarded and Total Spent), please explain why:

Reasons for not spending full grant.

NR-2: Project Activities / Results*

*Please ensure you complete and attach the SAT calculation tool to this report. This must include SATs completed by all teachers engaged in the WWGS funded project. Please ensure a minimum of 30% of student SATs are also included.

NR 2.1 Activities Completed Please describe the activities that you undertook throughout your project indicating the number of classes and year groups that were involved:

Sample activities completed.

NR 2.2 Participants Engaged Please indicate how many individual students and teachers directly engaged in your WWGS funded DE activities

NR 2.2a Teachers	<input type="text" value="20"/>	NR 2.2b Students	<input type="text" value="20"/>
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NR 2.3 SAT Utilised Please use the drop down menu to indicate if you utilised the SAT to measure the change in knowledge, skills, values, attitudes and actions of students and teachers participating in your WWGS funded DE activities:

NR 2.3a Teachers	<input type="text" value="20"/>	NR 2.3b Students	<input type="text" value="20"/>
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There are a number of questions that require applicants to make a selection from a drop-down menu. Click the blue arrows to see the drop down options. Click Yes or No to each drop down menu.

NR 3.1 Attended WWGS Trainings/ Event Please use the drop down menu, to indicate if you have attended any of the WWGS trainings or events (Autumn and Spring teacher trainings and /or Annual Conference in April)

--None--
 Yes
 No

ould have been provided with copies of the Global Passport Guide in your Welcome Pack and at WWGS Teacher Trainings and Events

Financial Report

6. The Financial sections of the report are located beside and below the original application. You will not be able to edit the figures from your previously submitted application. Amounts that you applied for and received in 2017 will be listed in the *Applied For (€)* column. Enter the amounts that you spent in the *Spent (€)* and tick the box in the *Receipts* column to indicate that you have the receipts for that item of expenditure.

SUGGESTED ACTIVITIES	APPLIED FOR (€)	SPENT (€)	RECEIPTS
Step 1. Planning and Training			
WWGS-provided DE planning meeting (tick to avail of free session)	✓		
WWGS-provided subject specific teacher training (tick to avail of free session)	✓		
WWGS-provided support meeting with school management (tick to avail of free session)	✓		
WWGS-provided Continuous Professional Development(CPD) session(s) (tick to avail of free session)	✓		
Substitution cost to cover DE planning meeting(s)	EUR 100.00	50	<input checked="" type="checkbox"/>
DE CPD for teachers (e.g. costs of facilitator(s), materials, etc)	EUR 100.00	95	<input checked="" type="checkbox"/>
DE Resources for teachers / library	EUR 0.00	0.00	<input type="checkbox"/>
DE school policy development (e.g. meetings, substitution, materials etc)	EUR 0.00	0.00	<input type="checkbox"/>

When you save the report (which can be done by clicking the *Save* buttons at either the top or bottom of the page, see Step 12), the difference between what was applied for and what was spent is automatically calculated, and can be seen in the *Diff* column which will appear.

The *Diff(€)* column appears when the report is saved and automatically calculates the difference between the *Applied For(€)* and *Spent* amounts.

SUGGESTED ACTIVITIES	APPLIED FOR (€)	SPENT(€)	Diff(€)	RECEIPTS
Step 1. Planning and Training (Total: App €200.0 Spent €145.0 Diff €55.0)				
WWGS-provided DE planning meeting (tick to avail of free session)	✓			
WWGS-provided subject specific teacher training (tick to avail of free session)	✓			
WWGS-provided support meeting with school management (tick to avail of free session)	✓			
WWGS-provided Continuous Professional Development(CPD) session(s) (tick to avail of free session)	✓			
Substitution cost to cover DE planning meeting(s)	EUR 100.00	50.00	50.0	<input checked="" type="checkbox"/>
DE CPD for teachers (e.g. costs of facilitator(s), materials, etc)	EUR 100.00	95.00	5.0	<input checked="" type="checkbox"/>
DE Resources for teachers / library	EUR 0.00	0.00	0.0	<input type="checkbox"/>
DE school policy development (e.g. meetings, substitution, materials etc)	EUR 0.00	EUR 0.00	0.0	<input type="checkbox"/>

Please Note:

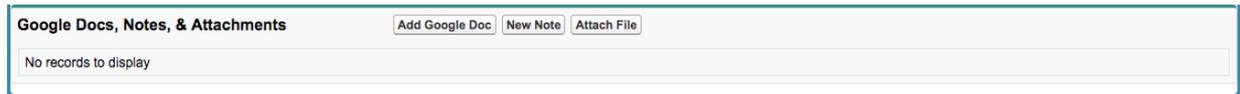
If you were approved for any budget reallocations this year, you must make a note of this at the bottom of the Expenditure Report section (as shown below).

Budget reallocation details:

Please provide details of any budget reallocations you were approved for in respect of this grant in the box below.

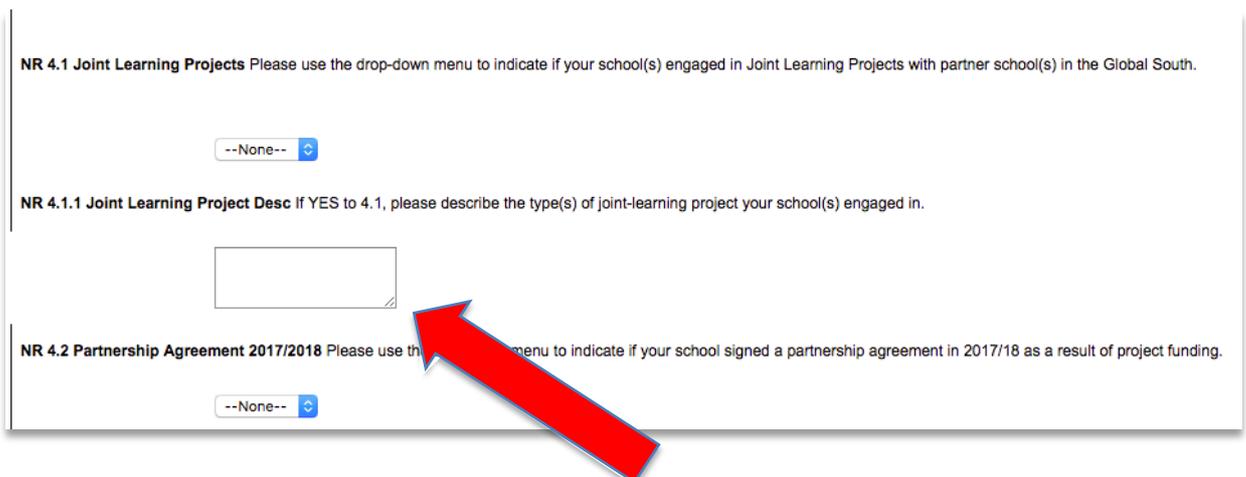
SATs

7. If the teachers and students involved in your project completed their SATs using our online tool, the summary results of these SATs will be prepopulated in section NR-2 of the Narrative report (it is recommended that the SAT is completed with at least one curricular and one extra-curricular group of students). If the SATs were completed on paper, you should enter the results in the number fields in section NR-2, and attach the SAT Calculation Tool, and scanned copies of your SATs (ideally all scanned into one PDF document) using the *Attach File* button in the *Googe Docs, Notes & Attachments* tab (further instructions provided below).



Narrative Report

8. The Narrative section is located below the original application. Many of the questions in the Narrative section have a text box. This box can be enlarged to add text and view the full answer. Please right click on the bottom right hand corner of the box and drag it to the required size. See below:



NR 4.1 Joint Learning Projects Please use the drop-down menu to indicate if your school(s) engaged in Joint Learning Projects with partner school(s) in the Global South.

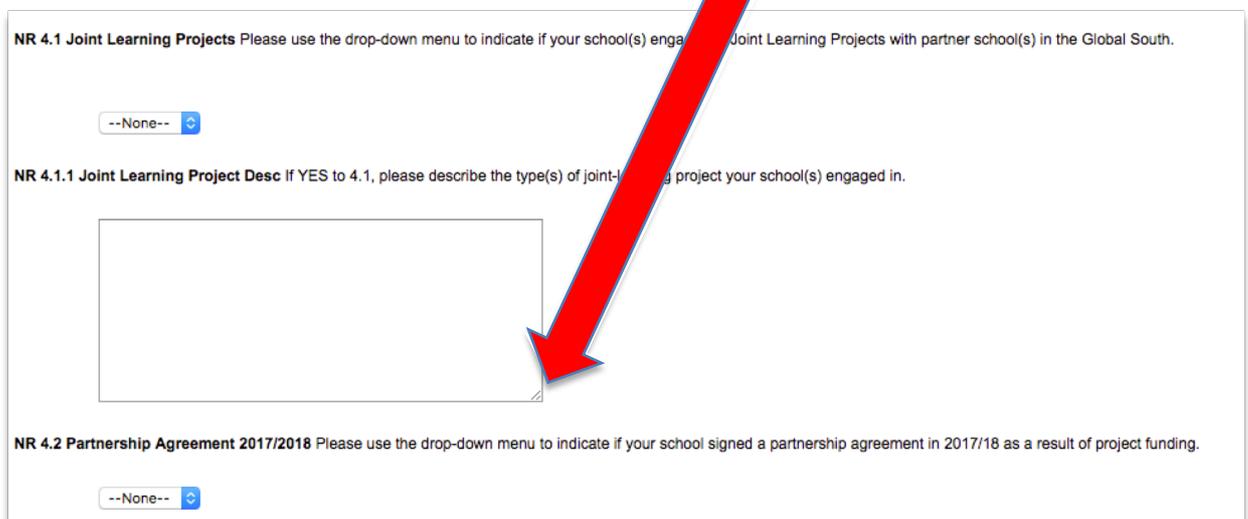
--None--

NR 4.1.1 Joint Learning Project Desc If YES to 4.1, please describe the type(s) of joint-learning project your school(s) engaged in.

NR 4.2 Partnership Agreement 2017/2018 Please use the drop-down menu to indicate if your school signed a partnership agreement in 2017/18 as a result of project funding.

--None--

Hover your cursor over the corner of the text box and click and drag the box to adjust its size.



NR 4.1 Joint Learning Projects Please use the drop-down menu to indicate if your school(s) engaged in Joint Learning Projects with partner school(s) in the Global South.

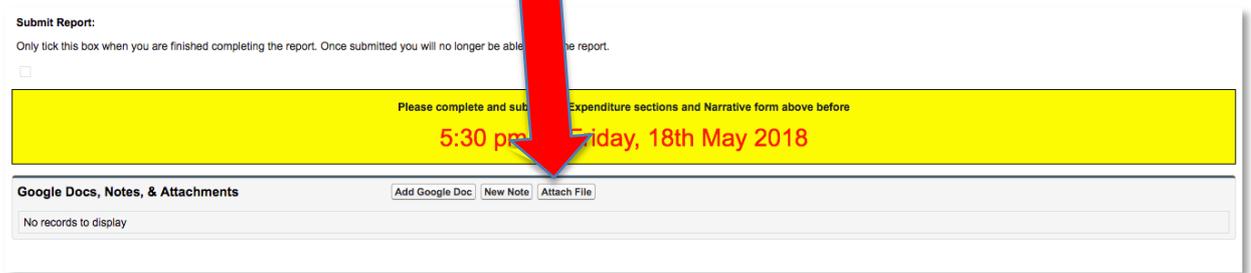
--None--

NR 4.1.1 Joint Learning Project Desc If YES to 4.1, please describe the type(s) of joint-learning project your school(s) engaged in.

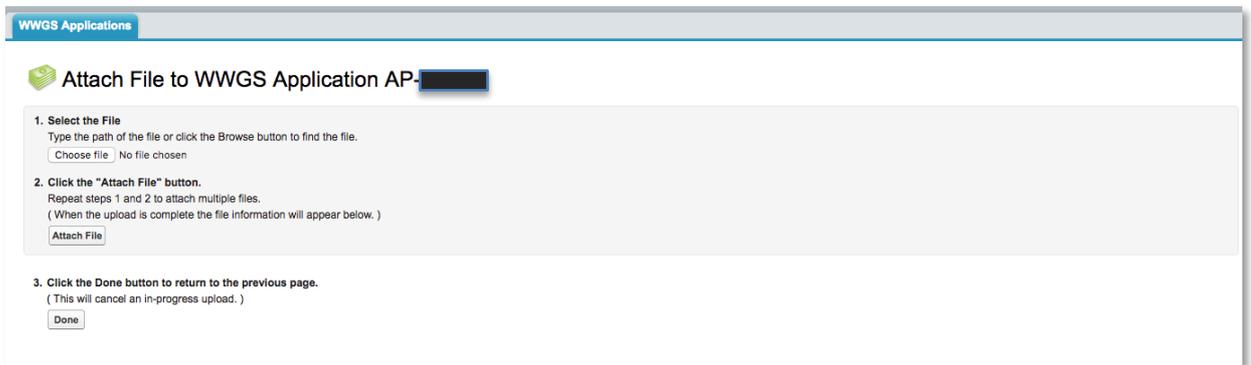
NR 4.2 Partnership Agreement 2017/2018 Please use the drop-down menu to indicate if your school signed a partnership agreement in 2017/18 as a result of project funding.

--None--

To attach your SAT Calculation Tool and scanned copies of your SATs, click *Save*, scroll to the bottom of the page and click on *Attach File*.

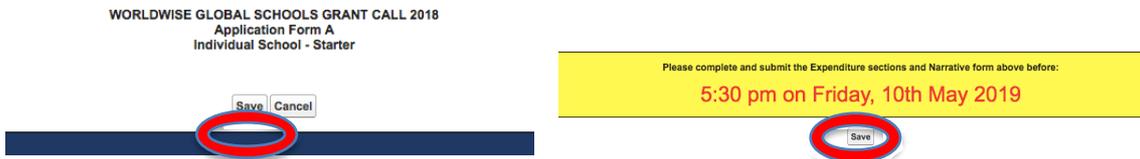


This will bring up the *Attach File to WWGS Application AP-XXXX* page which contains instructions on how to upload files (as seen in the screenshot below).



Logging Off and Saving

- Before logging out of a session, always **ensure you click the “Save” button** located at the top of the page or at the bottom of the application.

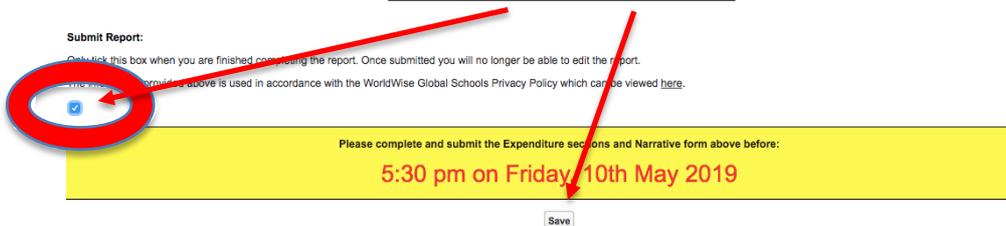


Once you have saved it will automatically show you your application (with the *Diff* column included). If you wish to make any changes to the report you must one again click on the *Complete Financials and Narrative Report* button.

Submission

- To submit your report please tick the ‘submit application’ box before saving. Please note that once submitted, you will no longer be able to edit the report.

Tick Submitted and Click Save



- Use the following link to log back into your report at any time:
<https://sha-wwgs.force.com/application/login>