



## UFAW Travel, Training and Other Events: Reporting Template

UFAW is a charity, and we are dedicated to advancing the understanding of animal welfare. The impact of the projects we support contributes to the bank of knowledge important for the improvement of animal welfare across the globe.

By *reporting* on the event supported by UFAW, *acknowledging* UFAW when you present or publish your work, and *informing* UFAW of any publications or presentations arising from your event, you are helping us to ensure that we spend our funds in the best way possible and to achieve our main goal – improving the lives of animals – **thank you!**

<b>Event title:</b>	Click or tap here to enter text.
<b>Applicant(s):</b>	Click or tap here to enter text.
<b>Affiliation(s):</b>	Click or tap here to enter text.
<b>Location of event:</b>	Click or tap here to enter text.
<b>Grant amount:</b>	Click or tap here to enter text.

<p><b>Brief Account:</b> Please give a brief account of your event. This should be aimed at the general public (ie people who do not necessarily have a detailed understanding of animal welfare or the subject area) and should explain the background, why it is important for animal welfare, and the benefits/outcomes of the event.</p> <p>Click or tap here to enter text.</p>
<p><b>Presentations and publications:</b> If you have already presented or published work related to the event (or have plans to), please give details here:</p> <p>Click or tap here to enter text.</p>
<p><b>Any other impacts or important outcomes that have arisen from the event that you'd like to tell us about?</b> These could be related to the animal welfare impact of your event, e.g. an educational workshop resulted in 'x' number of people being trained in a particular animal welfare skill. Or, the impact could be important to your own personal development, e.g. networking at a conference and future plans to collaborate.</p> <p>Click or tap here to enter text.</p>
<p><b>Photos: please do include photos where possible.</b> Photos really help us to illustrate the important work carried out by you, our grantees. Please send photos to <a href="mailto:grants@ufaw.org.uk">grants@ufaw.org.uk</a> (either as an attachment or via online transfer, eg WeTransfer).</p>
<p><b>Press releases and social media posts:</b></p> <p>Please email <a href="mailto:media@ufaw.org.uk">media@ufaw.org.uk</a> before issuing any press releases so that we can promote your work together. If there is a preferred person that you would like us to contact regarding media, please include their email address here: Click or tap here to enter text.</p> <p>If you would like us to link to your social media when promoting your work, please include your social media handles here: Click or tap here to enter text.</p>

Please send your completed report to: [grants@ufaw.org.uk](mailto:grants@ufaw.org.uk).

Please note: excerpts from this report, and submitted photos, may be used in UFAW communications such as the Annual Report, Newsletters, or online (eg UFAWs website or social media).

For full reporting requirements, including copyright, publications and media, please refer to: [Terms and Conditions for UFAW Travel, Training and Other Events](#).