

Fraud Reporting Form

Grant Reference	<i>Please enter the grant/project reference number</i>
Grant holder organisation	<i>Please enter name of the grant holder</i>
Form completed by	<i>Please provide the name and job title of the person completing this form</i>
Incident contact	<i>If different from above, please provide the name, role and contact details of the person responsible for the internal investigation</i>
Date	<i>Please enter the form completion date</i>
Location	<i>Please state, if known, the town and country where the incident took place</i>
Summary of Incident	<i>Areas to include where possible: What has happened? – please describe the nature of the event or suspicions? When did it occur? Who was involved and, if relevant, what position in the organisation do they hold?</i>
Downstream Partner name	<i>If applicable, please enter the name of the downstream partner involved in the allegation</i>
Steps Taken	<i>Has any immediate action been taken? If so, please describe.</i>
Total value of loss	<i>If known, please state full value of any potential loss incurred in local currency and GBP</i>
FCDO funding involved	<i>If known, please state full value of the potential loss to FCDO in local currency and GBP</i>

You can contact the fraud and safeguarding investigation teams

email the secure email address: reportingconcerns@fcdo.gov.uk.

phone the confidential hotline on +44 (0)1355 843747