

CREATING A GREAT CASE STUDY

A quick guide for Small Grants Fund grant holders

Research Engagement Network | VCFSE Small Grants Fund

Tell the story: **WHY** it mattered > **WHAT** you did > **WHAT** changed > **WHAT** happens next

1 SET THE SCENE

- Describe the event, programme or activity you developed with the funding.
- Explain the issue, need or opportunity you were responding to.
- Say who you aimed to involve or benefit.

2 TELL US WHAT YOU DID

- Outline the key steps or actions you took to deliver the project.
- Include who helped plan or deliver it - community members, researchers or partners.
- Mention challenges or unexpected changes along the way.

3 SHOW THE DIFFERENCE

- What were the main outcomes or results?
- Use evidence: feedback, numbers, stories and examples.
- Explain who benefited and how.
- Note any influence on how people are involved in research.

4 WHAT HAPPENS NEXT?

- Share the learning you will take forward.
- Say whether you plan to continue, adapt or build on the work.
- Explain how your learning could help others.

BRING IT TO LIFE

- Add photos, videos, news stories, web links or direct quotes where useful.
- Make sure you have the right consent for photos and video.
- Only use anonymous or named quotes where you have permission.

KEEP IT CLEAR & CONCISE

- Start with your organisation name and a short, descriptive case study title.
- Keep the whole case study to 1,000 words or fewer.
- Focus on the clearest evidence of what changed - not every detail of delivery.

A strong case study is simple: context + action + evidence + learning.

Based on the Grant holders Case Study Form - VCFSE Small Grants Fund, Research Engagement Network