

# Please use this as a guide to start collecting data that will be asked on your end of project monitoring form.

## How the grant was spent:

- Breakdown of the agreed project / activity budget
- Breakdown of Gender %
- Ethnicity - primary ethnic group supported
- Primary beneficiary group(s)
- Primary age group supported
- Primary issues addressed by your grant

## Impact & outcomes:

When you apply for funding you choose a number of outcomes, the next section asks about those outcomes and allows you to report upon the success of the work funded by the grant and mention specific challenges and successes.

You need to tell us how you have monitored progress throughout the grant.

- **Evidence** - this could be informal discussions with users, user surveys, semi structured interviews, user logs, focus groups, secondary data, observations, direct responses and informants, media tracking logs, timeline analysis, tracer methodology, perception surveys
- **Impact** - share how you have promoted reduction of isolation and disadvantage and access to local services
- The primary outcome selected for your project/activitySupport vulnerable people
- Number of people accessing support services as a result of the project
- Number of people accessing support services for the first time as a result of the project
- Number of people achieving independent living/no longer requiring support as a result of the project
- Number of people attending regular social activities as a result of the project
- Number of people supported to achieve independent living/require less living support as a result of the project
- Number of people who participated in community activities as part of the project
- Number of people who participated in community activities for the first time as part of the project
- What difference has this grant made to the lives of beneficiaries and the wider community?
- Were there any challenges during the period of this grant and how did you resolve them?
- Were there any unintended or unexpected changes (positive or negative) as a result of the funding? If so, what were they?
- Will the work continue beyond the life of this grant?
- Please provide one personal 'story of change' to demonstrate how you have made a significant difference to the life of an individual
- Please note any media coverage or publicity that you have received whilst in receipt of this grant.

## **Feedback:**

We welcome any comments (positive or negative) you want to make on any aspect of your involvement with us

## **Supporting documentation:**

On the end of monitoring form you can attach recent accounts or management accounts, copies of receipts to support grant expenditure and any additional information such as project feedback, case studies, photographs etc.

Please clearly label each document with a name and a short description of what it is.