

## **District Council's Monitoring and Evaluation Form**

### **Guidelines**

Monitoring and evaluating your project is not only important for Horsham District Council (HDC), but also for your organisation to plan your future projects. It can be very motivational to share your achievements with your volunteers, trustees and recipients of the funded project.

You will find some helpful tips to enable you complete this form on page 5 and on our Measuring Impact Guidelines.

If you have any questions on how to complete the monitoring and evaluation form, please contact the Grants and Funding Officer on 01403 215 358 or email [Community.Development@horsham.gov.uk](mailto:Community.Development@horsham.gov.uk).

Please attach videos/photos of your projects and send with your email.

This form should be completed and returned promptly after your project end. You must complete the project or service funded with this grant within 12 months of the grant being awarded. You can submit your report earlier, e.g. organisations that get funding specifically for seasonal activities are welcome to hand in their reports in on completion.

This form provides your evidence that the Council's funding was spent efficiently. We will refer to this monitoring report when assessing future applications for funding.

In certain circumstances, HDC may request additional information to comply with its own statutory or other obligations. Should that be the case, we will inform your organisation in good time.

Although we prefer electronic copies, should you prefer, you can post the completed form and any supporting evidence to:

Sophia Wilks  
Grants and Funding Officer  
Community Development  
Horsham District Council  
Parkside  
Chart Way  
Horsham  
West Sussex  
RH12 1RL

1. Details of your organisation

2. Details of the grant

Amount of grant £

Purpose for which the grant was made (as per your application)

Was the grant used for a project or core costs?

If project based, please complete the questions below, if core costs then continue from question 3.

- 1) Project based -How confident are you in sustaining the project now the funding has ended?

Please explain your answer

- 2) Project-based-Please provide a detailed breakdown of expenditure (and income if applicable) below and enclose proof of expenditure (receipts, bank statements etc.) if the project involves professional services and/or the purchase of a single item of equipment above £500 with your completed evaluation form.

- 3) Project-based-Please confirm that your project was on time and to budget.

If you have answered no, please explain why below.

3. Evaluation

Please briefly describe your projects outputs (actual service provided i.e. How many lunch clubs did you run?)

Please briefly describe your projects outcomes (highlight the changes, learning, benefits and effects that happened because of your outputs).

Number of beneficiaries supported through the receipt of this grant.

Where there any unexpected outcomes? (Things that were in addition to your original aims)?

Please provide some feedback from those who have benefited from your project. (The council may use these examples in its publications, so please ensure that the quotes are anonymised).

Please provide one or more case studies from those who have benefited from your project. (The council may use these examples in its publications, so please ensure that the quotes are anonymised).

Please add any other relevant comments, quotes or highlights.

Name (Printed)

Signed

Position

Date

**Examples:** Some examples of the type of information that we are looking for:

Look at the original aims of the project and report on the outcomes and outputs that occurred because of those aims.

**Example 1**

Purpose of the grant	Towards 1-1 mentoring for young people (YP)
Outputs	<ul style="list-style-type: none"> <li>• 12 YP aged between 12-25 supported weekly.</li> <li>• 4 YP trained as volunteer mentors.</li> <li>• 3 YP secured employment.</li> <li>• 4 YP progressed into education.</li> <li>• 3 YP progressed into training.</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• Increased understanding of employability skills</li> <li>• Raised aspirations.</li> <li>• Increased self-confidence</li> </ul>
Number of beneficiaries	16 YP
Unexpected outcomes	1 of the mentors has joined the management committee

**Example 2**

Purpose of the grant	Towards the cost of a new kitchen equipment for the community centre
Outputs	<ul style="list-style-type: none"> <li>• 1 New fridge purchased.</li> <li>• 1 New cooker &amp; hob purchased and fitted.</li> <li>• Kitchen walls painted.</li> <li>• New flooring fitted</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• Increased numbers of groups using the centre (30% increase)</li> <li>• Toddlers group able to prepare nutritious food for up to 25 toddlers.</li> <li>• New lunch club for 40 over 50's launched</li> </ul>
Number of beneficiaries	430

Unexpected Outcomes	Contacted by a local chef that wants to provide free cooking & nutrition lessons for young people.
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