

Main Grant Project Monitoring

Hillingdon Community Trust monitors and evaluates all grants. For grants lasting more than one year, we will ask you to submit an interim evaluation report towards the end of the each year of the project summarising your progress, achievements and the lessons learned so far. Funding for subsequent years of a project will only **be released after the Trustees have approved your interim report. In the final year of the project we will ask you to submit a final report on the project for consideration by the Trustees.**

When completing the report we will ask you to refer to your grant application and any performance indicators, grant outcomes or other requirements stipulated when the grant offer was made. We will also ask you to include with the report any photos showing the progress of the project. You will need to make sure appropriate permission is in place if these photos feature individuals, especially children or young people). You may send the report electronically (which is preferable) or by post.

We may also wish to visit you to discuss your interim or final report.

We will ask you to include the following information in your report.

Background Information

- Name of organisation
- Name of person completing the report and contact information (including telephone number and email address)
- Position in the organisation
- What the funding was for?
- How much funding was awarded
- How much has been spent to date

The work you have undertaken with our funding to date -

Which wards beneficiaries came from – Botwell, Townfield, Pinkwell, Heathrow Villages, Yiewsley, West Drayton.

Which age categories the beneficiaries came from – children, young people, adults, seniors.

Which ethnic groups the beneficiaries came from –

Your most significant achievements and how these match the outcomes and targets agreed when the grant was approved.

What difference the work has made so far

How you know your project has made this difference (*providing evidence where possible*)

Any problems that have occurred during the lifetime of the grant and what has been done to address these

Any changes to any aspect of the work since the start of the grant with details of how and why.

Whether the work will continue beyond the life of our grant? If so, in what way and what funding you have secured or need to secure.

Any organisational or external factors, which have influenced your work, e.g. staff changes, premises, funding, changes in government policies.

Any lessons you have learnt from your work that would be useful to yourself and others

Whether with hindsight you would have done anything differently.

There is no set rule as to how long the report should be, but normally we would expect between two to four A4 pages.

We will also need copies of your current report and accounts showing the grant payment (if this is not yet available you should indicate in the report when this will be sent, and receipts and other supporting documentation for grant expenditure. A form enabling you to list receipts and to total them will be available.

We would also welcome any feedback or comments (positive or negative) you want to make on any aspect of your involvement with Hillingdon Community Trust throughout the grant making process, including the format of the monitoring and evaluation report.

Please return this report, preferably by email, to christine@hillingdoncommunitytrust.org.uk or to Hillingdon Community Trust, Barra Hall, Wood End Green Road, Hayes, UB3 2SA

If you have any queries please do contact Hillingdon Community Trust on 020 8581 1676.