



MONITORING & EVALUATION FORM

Project Name	
Applicant Name	
Project End Date	
Receipts Total	
Grant Award Total	
Explain any variance: (We only accept 5% variance any other amount will need to be returned)	

PROJECT

Briefly outline your project's outputs as a result of the grant:

(Actual services provided, activities run, publications produced etc.)

Who benefited from your project?

What impact has this had on your community or St Helena?

COMMENTS: Please provide us with a quote (50 words or so) we can use on what the Community Grant Scheme award has meant to your organisation or to the people that your project/ organisation helps.

PHOTOS

Please could you provide us with a photograph that is suitable for inclusion in presentations?
If no please could you allow us to arrange a photographer to visit? If yes – when does your group or team meet on a regular week?
Please give details of time and place.

HELPFUL TIPS

- Fill in this form as a non-return of this form may result in your organisation being asked to return funds unaccounted for and prevent your organisation from applying for future grants
- If you are unclear about what is expected please contact Isha Harris 22791
- Keep copies of receipts and invoices
- If the funding is for a small project within your organisation you need to report on the outcomes of the project itself not on the organisation as a whole
- Consider having an attendance sheet to log how many people use your facilities

EXAMPLE ONE:

Briefly outline your project's outputs as a result of the grant:

New cooker installed and coffee morning launched for the elderly once a week. This has been running from May 2017. And attendance is growing.

Who benefited from your project?

30 elderly people attend weekly Tuesday coffee mornings

What impact has this had on your community or St Helena?

The Community Center can now offer the use of the cooker to weekly toddler group, monthly Men's meeting and in current discussions with ESH over training sessions.

Comments:

The Community Grant Scheme helped us achieve our Coffee Morning outreach project. The award has had a huge impact on the lives of the people who attend, friendships are blossoming as a result and Guinea Grass is a tighter knit community as a result.

EXAMPLE TWO:

Briefly outline your project's outputs as a result of the grant:

Disabled ramp and toilet installed

Who benefited from your project?

10 Parents with pushchairs who attend weekly children's groups
2 people in wheel chairs who attend weekly groups
20 elderly people who attend monthly meetings at the Community center

What impact has this had on your community or St Helena?

The Community Center can now offer use of their premises to everybody on the island making it a more inclusive Community Center. Before, we weren't able to offer Rosedale a role on our committee on account of our poor facilities but she is now a committee member as a result of our wheel chair friendly facilities.

Comments:

Rosedale: The Community Grant Scheme has helped the Community Center reach out to the wider community of people who are wheel chair bound or unable to move around very easily without the use of a walking stick. Personally, I feel more welcomed and part of the community now that I can use the Community Center with ease and comfort. Thank you.