What is monitoring and why do we ask for it?

Monitoring is the process by which CCF asks grant recipients to provide information and feedback on the progress and relative success of their funded projects. This information covers a series of items from budget expenditure to photos of beneficiaries but ultimately seeks to provide CCF with a picture of how the grant was spent and what impact this had for beneficiaries and the wider community.

The monitoring information provided to CCF is used to inform future panel decisions and provide feedback to donors in reports, newsletters and in our donor magazine.

All grant recipients are required to submit monitoring information on their projects by a date agreed by the recipient and CCF. However, the information requested varies based on the size of the grant.

Grants under £1,000

We require the following to report on the outcomes of the project:

- photographs
- a case study (including a quote from a beneficiary)

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(function($) { $(document).ready(function() { $(document).accordion({ // Put custom options here
heightStyle: 'content', header: 'div.toggler', active:false, collapsible: true }); var activate = function(tog) {
var tgs = $('div.toggler'); tgs.removeClass('active'); tog.addClass('active'); tgs.next('div.accordion').attr('aria-
hidden', 'true'); tog.next('div.accordion').attr('aria-hidden', 'false'); }; $('div.toggler').focus(function(e) {
$('div.toggler').attr('tabindex', 0); $(this).attr('tabindex', -1); }).blur(function() { $(this).attr('tabindex', 0);
}).click(function() { activate($(this)); }).keypress(function(event) { if (event.keyCode == 13)
activate($(this)); }); }); })(jQuery);
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  Grants from £1,000 - £3,499

No later than the agreed monitoring date, groups must report back to CCF on a project's outcomes and relative success in relation to what was described on the original application form. In a "Grant Evaluation online form" commentary is required on the following areas:

Funded activities – A brief description of all the activities/events carried out with the funding.
Difference grant has made and evidence –A discussion of the project's impact on both beneficiaries and the wider community to include feedback from beneficiaries and third parties.
Main challenges during the project – A brief mention of any difficulties faced while running the project

and how these were overcame.

Plans for the future – A brief comment about the group's plans for the future now that the project has ended.

Story of change - One case study detailing a beneficiary (anonymised as necessary) explaining their position before, during and after the project and examining the changes, brought about for the person as a result of the project.

Photos – At least two high quality photos taken of beneficiaries during the project.

(function($) { $(document).ready(function() { $(document).accordion({ // Put custom options here heightStyle: 'content', header: 'div.toggler', active:false, collapsible: true }); var activate = function(tog) { var tgs = $('div.toggler'); tgs.removeClass('active'); tog.addClass('active'); tgs.next('div.accordion').attr('aria-hidden', 'true'); tog.next('div.accordion').attr('aria-hidden', 'false'); }; $('div.toggler').focus(function(e) { $('div.toggler').attr('tabindex', 0); $(this).attr('tabindex', -1); }).blur(function() { $(this).attr('tabindex', 0); }).click(function() { activate($(this)); }).keypress(function(event) { if (event.keyCode == 13) activate($(this)); }); }); })(jQuery);
  Grants from £3,500

At the grant offer stage, groups must set out what they are trying to achieve (from our list of targeted outcomes and the indicators you will measure).

No later than the agreed monitoring date, groups must report back to CCF on a project's progress and relative success in achieving their targeted outcomes. In a Grant Evaluation online form commentary is required on the following areas:

Funded activities – A brief description of all the activities/events carried out with the funding.

Difference grant has made and evidence –A discussion of the project's impact on both beneficiaries and the wider community. This should involve statistics relating to the project and feedback from beneficiaries and third parties.

Main challenges during the project – A brief mention of any difficulties faced while running the project and how these were overcame.

Plans for the future – A brief comment about the group's plans for the future now that the project has ended.

Story of change - One short case study detailing a beneficiary (anonymised as necessary) explaining their position before, during and after the project and examining the changes, backed up by reference to the evidence collected, brought about for the person as a result of the project.

Targeted outcomes – Actual numbers from the project that relate to the outcomes and indicators selected at the grant acceptance stage e.g. number of service users, number of people reporting improved health. Alongside the numbers evidence should be provided which explains how the data was gathered e.g. club registers, surveys, quotes from beneficiaries and third parties.

Photos – At least two high quality photos taken of beneficiaries during the project.

(function($) { $(document).ready(function() { $(document).accordion({ // Put custom options here heightStyle: 'content', header: 'div.toggler', active:false, collapsible: true }); var activate = function(tog) { var tgs = $('div.toggler'); tgs.removeClass('active'); tog.addClass('active'); tgs.next('div.accordion').attr('aria-hidden', 'true'); tog.next('div.accordion').attr('aria-hidden', 'false'); }; $('div.toggler').focus(function(e) {

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For Grants from £3,500 - 6 IMPACT categories

We have identified 6 IMPACT areas we are interested to fund - see below. These are all listed on our large grant online application form. Within each area we have listed a range of possible outcomes - you will be required to select up to 3 as part of your application process. Having selected what you are targeting to deliver you will need to decide which indicators you are to measure to support the delivery of your targeted outcomes. The indicators you can choose from are listed below (under "click here for possible indicators") - you will need to list the indicators you have selected as part of your online application.

1 Improve people's life skills, education, employability and enterprise

Options for targeted Outcomes - click here for possible indicators
Improve economic wellbeing
Increase employability
Increase enterprise
Increase qualification and skills
Increase participation in lifelong learning
Increase in beneficiary training accreditation or a qualification

2 Maximise ability to strengthen community cohesion and build social capacity

Options for targeted Outcomes- click here for possible indicators
Improve access to volunteering
Improve community cohesion
Improve the community working together
Strengthen organisations through capacity building
Improve community facilities
Promote safer communities
Reduce crime, violence and anti-social behaviour

3 Promote reduction of isolation & disadvantage and access to local services

Options for targeted Outcomes - click here for possible indicators
Reduce isolation
Promote human rights and equality
Support vulnerable people
Increase access to services

4 Advance people's physical and mental health, wellbeing and safety

Options for targeted Outcomes- click here for possible indicators
Improve health (physical/mental/emotional)
Increase access to sport, exercise and leisure activities
Reduce substance misuse and addictions

5 Connect people with the arts, culture and heritag**e**

Options for targeted Outcomes - [click here for possible indicators](#)
Promote opportunities for creativity
Preserve local heritage
Increase opportunities for public to engage with culture and heritage

6 Transform access to, and engagement with, the environment & public spaces

Options for targeted Outcomes-[click here for possible indicators](#)
Improve quality of local environment and public space
Reduce carbon footprint (ie waste, emissions, energy)
Increase biodiversity