**Commissioner’ Community Grants**

**Monitoring Form**

**Important** – Please maintain records and data so that you are able to prepare comprehensive monitoring information that evidences the impact and reach of your project. By accepting the grant, you agree to the collection and submission of this information.

* All sections of the form must be completed.
* Include photographs, testimonials, quotes, videos, case studies and other data where appropriate.
* Submit attachments where applicable such as evidence of using the Commissioner’s logo, press articles etc.
* **The final monitoring report should cover the full project period.**

**PROJECT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | **Project Ref:** |  |
| **Project Name:** |  | **Funding Value:** |  |
| **Monitoring:** | Mid-point/Final\* | **Date:** |  |

**\***Delete as appropriate

|  |  |
| --- | --- |
| **Monitoring Information Author** | **Financial Expenditure Author** |
| Name:  Position:  Email: | Name:  Position:  Email: |

**PROMOTING YOUR PROJECT**

|  |  |
| --- | --- |
| **Conditions & Monitoring Measure(s)** | **Activity Undertaken** |
| Contact[**grants@southyorkshire-pcc.gov.uk**](mailto:grants@southyorkshire-pcc.gov.uk)to:   * Invite the Commissioner to attend and/or observe the funded activities * Provide details of publicity that may be of interest |  |
| Ensure SYPCC is tagged on social media:   * Twitter and Instagram **@SYPCC** * Facebook **@southYorkshirePoliceandCrimeCommissioner** |  |

Use of the Commissioner logo in funded promotional activities/material/website/events by the Recipient and evidence must be attached to and/or referenced in the Monitoring Form.

**PROJECT BENEFICIARIES**

**Please provide a breakdown of beneficiaries by completing the following tables:**

|  |  |  |  |
| --- | --- | --- | --- |
| 12 years and under: |  | 45 to 54 years: |  |
| 13 to 17 years: |  | 55 to 64 years: |  |
| 18 to 24 years: |  | 65 to 74 years: |  |
| 25 to 34 years: |  | 75 years or over: |  |
| 35 to 44 years: |  | Families engaged: |  |
| Approximate gender split: | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic Background** | **Number** | **Ethnic Background** | **Number** |
| White UK |  | Chinese |  |
| White Gypsy or Irish Traveller |  | Other Asian |  |
| White Other |  | Black African |  |
| Indian |  | Black Caribbean |  |
| Pakistani |  | Other Black |  |
| Bangladeshi |  | Other Ethnic Group |  |

**Please provide details on reach and engagement levels by completing the following table:**

|  |  |
| --- | --- |
| Total number of beneficiaries (unique): |  |
| Total number of attendances: |  |
| Retention rate/s where applicable: |  |

**Please tell us about the beneficiaries that took part in your project.**

* Were there any specific needs, issues and/or barriers affecting your beneficiaries?
* Can you tell us about project attendance and retention rates?
* How did you identify, reach and engage beneficiaries?
* Did you receive referrals into the project? If so, how many, from which organisations and why?
* Did you refer or signpost beneficiaries into other services or agencies? If so, how many and to what agencies?

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**PROJECT DELIVERY**

**Please tell us about the activities you have delivered during the reporting period**

This should include:

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| --- | --- |
| * Where the activities took place * When they took place (day and time) * How long they lasted (duration) | * Breakdown of sessions delivered by topic, location, target group, etc. where applicable * Activities, content and/or subjects covered |

|  |  |
| --- | --- |
|  | |
| Total number of sessions delivered: |  |

**Please tell us about any partners you have worked with to deliver the project covering the following:**

* Organisations you have worked with including their role and/or contribution to the project
* How these organisations have enhanced the reach and/or impact of the project
* Partnership working arrangements with South Yorkshire Police and/or the Violence Reduction Unit
* Organisations you have received referrals from or provided referrals too

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**PROJECT IMPACT**

**Please tell us about the practical difference/s your project has made to its’ beneficiaries. Please also include information on how the project has impacted wider groups such as family members, local schools, the local/wider community, etc.**

* These differences could relate to behavioural changes, levels of engagement, educational outcomes, improved relationships, etc.
* We encourage you to evidence this impact by providing outcomes data, quotes, images, case studies, videos or other feedback you have collected.

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|  |  |  |
| --- | --- | --- |
| Do we have consent to use this evidence (images, quotes, etc.) on our website, social media channels and in case studies? | Yes\* | No\* |

**\***Delete as appropriate

**All projects must contribute to a priority area in the South Yorkshire Police & Crime Plan (PCP). How has your project helped to tackle the issue and/or priority area that you selected?**

* Please refer to your grant application to identify which priority area you selected in your application.
* Please note, we do not expect you to evidence the impact of your initiative/activity on levels of crime and anti-social behaviour.

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**SUSTAINABILITY**

**Please tell us about any plans you have to sustain your project and/or the impact of your project beyond the funding period.**

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**ADDITIONAL INFORMATION**

**Is there anything further that you would like to share with us in relation to your project?**

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**ACTUAL EXPENDITURE**

* All Commissioners funded expenditure **must be for activities and goods received during the funding period.** Project delivery **dates cannot be extended without prior agreement in writing.**
* Referring to your Funding budget (as detailed in your application) and Grant Agreement**,** please complete the table below.
* Payment can only be made for approved expenditure that falls within the funding period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description**  *e.g. Room Hire* | **How has the cost been calculated?**  *e.g. Venue name and hourly rate* | **Total**  **£** | **Receipt enclosed**  **Yes/No** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
| **11** |  |  |  |  |
|  | **Total Spent** | | £ |  |
|  | **Underspend if applicable** | | £ |

|  |  |
| --- | --- |
| Financial documentation/receipts enclosed in support of actual expenditure |  |
| Supporting letter enclosed from Financial Monitoring Officer (where agreed) |  |

**Email the completed Monitoring Form and attachments to:** [**grants@southyorkshire-pcc.gov.uk**](mailto:grants@southyorkshire-pcc.gov.uk) **by the monitoring dates specified in the Monitoring Schedule of the Grant Agreement.**

**Following satisfactory assessment of the monitoring information provided, mid-point and final instalments will be processed and released.**