

Standard monitoring form for Voluntary Sector funding

Form Mon1/09

Name of service provider organisation			
Date and location of monitoring meeting	Date		
	Location		
Individuals attending	LBM Officer		
	Organisation representative		
Funding stream(s) subject to this monitoring meeting			
When did the project start?		Period covered by this monitoring report	
Description of project			
Delivery against project outputs and outcomes			
Agreed project outputs	[TO BE BASED ON INFORMATION PROVIDED IN RESPONSE TO Q17 OF THE APPLICATION FORM]		
Evidence of delivery against project outputs			
Have the outputs changed, if so why?			
Agreed project outcomes	[TO BE BASED ON INFORMATION PROVIDED IN RESPONSE TO Q19 OF THE APPLICATION FORM]		
Evidence of delivery against project outcomes			
Have the outcomes changed, if so why?			
Service user feedback			
Evidence of feedback from service users			
Changes as a result of feedback from service users			

Quality assurance	
What have you done to ensure that your service or activities are of good quality?	
How have you safeguarded your clients and complied with Health and Safety requirements?	
How have you ensured your services/ activities are accessible to the community?	
Project income/ expenditure Please attach an income and expenditure statement for the project	
Grant amount	
External funding (if applicable)	
Expenditure	
Balance	
Is the project on budget?	
If not why, and what action is being taken to bring back on budget?	
Next steps	
How do you see the project developing?	
What progress have you made on your exit strategy?	
Are there any changes needed as a result of monitoring?	
We agree the above Sign and date	