

Grant monitoring questions

This document is for information only – we will send you a link to an online form when your grant monitoring is due. Please do not use this form to send us your monitoring information.

Please complete monitoring with reference to the last 12 months of your funding period.

How do you want to tell us about your work?

All grant recipients are required to fill in the 'Key information' section. You can then tell us more about your project either by answering the questions in sections 2 to 5, or by uploading a report of your work in your own format. This could, for example, be a report you have sent to another funder if it covers the same project or work.

Please take a look at all the questions, and if you think anything is missing from your report, answer any that you feel are relevant.

- I'd just like to fill in the form
- I'd like to upload a report and only fill in part of the form

Section 1: Key information

1. Please describe what you did with this grant.
2. How many people directly benefited from your project or activity?
3. How many of these were Islington residents?
4. Please give a breakdown of the project beneficiaries who live in Islington by ethnicity. If it is not feasible or appropriate to collect this data from your beneficiaries, please give estimated numbers.
 - Asian / Asian British
 - Black / Black British
 - Mixed ethnic background
 - White (British)
 - White (other)
 - Other ethnic background
5. Please give a breakdown of the project beneficiaries who live in Islington by age. If it is not feasible or appropriate to collect this data from your beneficiaries, please give estimated numbers.
 - Children (0-5 years)
 - Children (6- 11 years)
 - Young people (12-16 years)
 - Young people (17-24 years)
 - Adults (25-59 years)
 - Adults (60 plus)
6. Please give a breakdown of the project beneficiaries who live in Islington by gender. If it is not feasible or appropriate to collect this data from your beneficiaries, please give estimated numbers.
 - Female
 - Male
 - Other / non-binary
7. How many of your project beneficiaries who live in Islington would describe themselves as having a disability? Please give an estimate if it is not feasible or appropriate to collect this data from your beneficiaries.
8. How many volunteers were actively engaged in the project?

Section 2: The difference your project made

1. What difference has your project made to the people you worked with?
2. Please tell us about any partnerships you formed or built on during the delivery of this project.
3. Has the process of securing this grant enabled you to successfully apply for funds from other sources or generate your own funds?

Section 3: Reflection

The information in this section will be used for internal purposes only. It is immensely valuable for us to learn about what works well and will help us to strengthen the voluntary sector in Islington.

1. Please explain any significant differences between your expectations and the actual numbers of people involved in your project.
2. Describe any difficulties or setbacks you experienced in carrying out the work funded by this grant.
3. How will your experience over the past year inform the way you work and what you do? Will you make any adaptations?
4. What did you find were the key issues facing the Islington residents you worked with?

Section 4: Case study

Please provide an example of someone who benefited from your project including relevant quote(s) (where possible) from the participant(s) on how the project has helped them.

Some questions you might want to consider when completing this section are: Who is this story about (anonymised where appropriate)? What was the need they had for the project? How did they find out about it and get involved? What did they want to get out of the project? What was the solution your project offered? How did your project help them? What impact did the project have? What change(s) did it make for them?

Section 5: General comments

Please tell us anything else you would like us to know about your project that has not already been covered - eg, were there any unexpected outcomes?