

## Monitoring & Evaluation Form

Name of Organisation in receipt of grant: <b>Test Organisation</b>	Grant Reference: <b>N/A</b>
Name & position of person completing form: <b>Mrs Freda Bloggs</b>	Contact Telephone Number: <b>01392 666666</b>
Original purpose of grant: <b>£3,000 towards the expansion of the outreach service to help isolated elderly people living in the Anytown area.</b>	

<b>1. Has the grant payment been used in full?</b>	NO
<b>2. If not, please explain why this is the case and when it is expected to be fully used:</b>	We have £700 remaining which will be used for a further newspaper advert in January 2013 and any associated volunteer recruitment costs.
<b>3. Please describe the contribution that the grant has made to your organisation's work and tell us what effect the grant has had on your service users (feel free to continue on a separate sheet if necessary):</b>	<p>As a direct result of the grant, we were able to place 3 advertisements in the local paper which resulted in many enquiries and the eventual recruitment of 4 people on to our team of volunteers. Our original target was an additional 6 people and we remain hopeful that we will find 2 more volunteers before the end of the financial year.</p> <p>The remainder of the grant was used to pay for training expenses for our volunteer team and travel expenses, due to the need for our volunteers to cover a wide geographical area.</p> <p>Now that our volunteer team has doubled in numbers, we are already pleased to report that the number of isolated elderly people we can support has also increased significantly. This year so far we have helped 35 elderly people with tasks such as filling in forms, arranging appointments, helping with finances, enabling access to local services and social opportunities and just providing a friendly ear and some much needed company.</p>
<b>4. How have you found your dealings with the Trust?</b>	VERY GOOD

**5. Please provide any comments you have about your dealings with the Trust including any problems you may have encountered:**

The Trust has been very helpful whenever I have made contact, either via telephone or e-mail. It was also very useful to have an electronic copy of the application form to complete.

**6. Please complete the following financial breakdown for the project or activity that was funded by the Trust:**

Expenditure	£
Newspaper advertising	£1,000
Training Expenses	£800
Volunteer Travel Expenses	£500
<b>UNSPENT GRANT</b>	<b>£700</b>
<b>Total Grant Awarded</b>	<b>£3,000</b>


*If you have any photographs illustrating the work funded by the Trust, we would be interested to have copies. Please indicate if you give permission for the photographs to be used for the Trust's publicity purposes only*


Signature of person completing form: .....

Date: ..... Photographs can be used by Trust: Yes

**Thank you for completing this form. Please could you return it to:**

 The Norman Family Charitable Trust  
14 Fore Street  
Budleigh Salterton  
Devon EX9 6NG

 01395 446699

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