How to:

collect data for monitoring

Collecting data allows you to store and analyse important information for ongoing projects, which in turn will develop new projects. It will shows the pros and cons of a project to your beneficiaries so you can adapt it to their needs.

Before starting the project

There is a variety of different quantitative data you can collect depending on your project. For an explanation of the different types, please click here.

When collecting data for your project, it is good to show how things are changing as the project progresses.

Ask your beneficiaries to answer the form prior to starting the project, during the project and after the project has finished. This will allow you see if you are meeting the aims of the projects and for continuous development.

During the project

Halfway through the project, prior to the interim monitoring form, your beneficiaries are required to answer the same data collection form of your choice. The results of this will provide you with continuous development information. Things to think about:

- Is the project going how you thought it would in the application form?
- Is something working better than you thought so you are focusing more on that?
- Does anything need to be changed?

End of the project

At the end of the project, prior to the end of grant monitoring form, your beneficiaries are required to answer the data collection form for the last time. The results of this will provide you with the successes of the projects and the things that did not work as well. You can use this data to tailor new projects for your beneficiaries needs.

For the end of grant monitoring form, you will require need to collect receipts and invoices for items over £100 and expenditure sheets.