

# How to:

## Monitor and evaluate your project

You were awarded a grant because we believe that the activities and services you described in your application will make a positive difference to the lives of those who attend your project.

We are really interested to hear about your work and to learn from you. We'll be encouraging you to tell us about what is going well, as well as what isn't going so well. We'd like to understand how you know you have done something well and how you respond to challenge. We ask you to monitor and evaluate your project and report back to us every year as part of the contractual agreement you entered when accepting funding.

### What do we mean by monitoring and evaluation?

Monitoring is the collection of data and information undertaken whilst the project is running for the purpose of checking your project's progress against your project plans.

Evaluation is about using the monitoring you have collected and other information to make judgements about how your project is doing.

### What should you include in the monitoring report?

Within the monitoring report we'll ask you to tell us about:

- the activities and services you provided
- the positive changes you witnessed within individuals, families and/or the wider community
- what you have learned? Is there anything you would change if you were to deliver the project again?
- how you will sustain/finance the project long term, where relevant
- the numbers, ages and backgrounds of the people you supported
- how you spent the money you were awarded

### What do we mean by positive changes?

This is your judgement on what you think has worked well based on your monitoring.

If you were hoping to attract more engagement in your project your attendance records might evidence that when you started the project there were five people attending weekly, 12 months later, you are recording attendance of a further eight people regularly attending every week.

Or it could be that you are hoping to increase the confidence of those that attend your project. A survey taken at the beginning may show that those attending are feeling very anxious and the same survey undertaken at 12 months shows that those attending are happier.

You may also have noted through feedback from others that person x was always very quiet and needed a lot of encouragement, but now takes part eagerly without needing to be asked.

We understand that change will be different for everyone, but some examples will help to bring to life the work you are doing.

## What are we looking for in the 'what have you learned' question?

We believe that the best projects are constantly looking to learn and improve, which is why we ask you to tell us about what you have learnt.

We're interested to hear if something you tried didn't work so well, what would you do differently if you were starting over. Or something may have worked much better than expected and you'd really like to do more of it. Has feedback from those that use your service made you change something about your project?

## How will we use your report?

We will use your report to help us to better understand the work you are doing. It's our opportunity to get to know more about you. We read every report and may be in touch to ask for further information about your project.

If you re-apply for further funding from any of our funds or programmes, for the same or a different project, we will use your reports to help with our decision making.

We will analyse the data from your report alongside the data from other grantees to help us to show our 'impact' or the 'bigger picture' of the difference we are making to the lives of people in Wales. We may use 'quotes' or pictures to help us to tell our story or we may feature your project or an individual as a case study (with permission).

Collecting this information will help us to understand what works well and less well for different types of projects. We are always on the look-out for hints and tips to share with others and to help inform our grant decisions.

## Will we give you feedback on your report?

Within the report, you are given the option to tick a box if you'd like a Grant Officer to contact you. If you tick this box we will arrange a time to call.

The Grant Officer will provide constructive feedback on your report and anything else you may wish to ask but they may need to seek further advice and come back to you at a later date.

**Please be aware that Grant Officers are not able to discuss any other applications that may be in progress.**