The Make A Difference Trust

Unit 7 City Business Centre

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 Registered Charity Number 1124014

**HIV/AIDS Projects**

**Monitoring & Evaluation Form**

Name of Organisation:

Project Title:

Contact Name:

Contact Telephone Number:

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| **For The Make A Difference Trust’s Office Use Only** |  |
| **Project Reference:** |  | **Date Received:** |  |
|  |  |  |  |
| **Amount Awarded:** |  | **Outstanding Reports:** | **Y / N** |
| **Date Project Started:** |  | **Assessed By:** |  |

**Section 1: Why Evaluate**

**The Make A Difference Trust believes effective evaluation, properly carried out, helps an organisation to identify what it does well and what could be improved. This therefore contributes to the future development of the project, the organisation and in turn the third sector as a whole.**

**The Make A Difference Trust aims to encourage continued assessment and monitoring of work undertaken through its funds. The Trust’s end goal is to ensure that organisations use resources towards the highest levels of best practice. It is important that when evaluating your project, that you are honest about both the positives and the negatives. In this way, experiences can be shared, and issues can be avoided by other organisations. Good and evidenced evaluation further works to educate The Make A Difference Trust in its own priorities and helps it to target future funding appropriately.**

**Monitoring and Evaluation**

* **Monitoring is the systematic collection of information that answers questions about your project. You should use information gained from monitoring to report on the project and to underpin the evaluation process.**
* **Evaluation is the use of monitoring and other information collected to make judgements about the project’s usefulness. Evaluation is further, the use of the information to make informed decisions about changes and improvements for the project’s continuation.**

**Things to Monitor:**

**You should be looking to monitor the differences between what was planned in your project and what is actually happening, as inevitably there will often be a difference. This includes considering whether or not start and finish dates for identified activities are being met; how your budget estimates are working out in reality; whether your planned resource requirements are matching your actual project requirement; and, whether or not the outputs you expected to see are happening.**

**Things to Evaluate:**

**First of all, ensure that the things you wish to evaluate are meaningful and where cited can be evidenced. Ensure that you record both the successes and the things that didn’t work so well. Consider the purpose for the evaluation you are undertaking; think about the type of information you require and the collection methods you have used and the impacts you wish to report.**

 **Section 2: The Project**

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| **Please briefly describe your funded project.** |
| **Have there been any significant changes in your organisation or staffing which relate to your funded project?**  |
| **Have there been any changes to your project budget?****(Continue on a separate sheet if required)** |

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| **Please report on the progress of your project against the objectives stated in your grant application. If any objectives were changed or added please identify here.****(Continue on a separate sheet if required)** |
| **Objective 1 (Identify Objective)** |
| **Objective 2 (Identify Objective)** |
| **Objective 3 (Identify Objective)** |
| **Objective 4 (Identify Objective)** |

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| **What challenges have you faced in delivering this project?** |
| **What lessons will you take forward from this project?** |
| **Will this project continue when funding ends?****If yes, how will this be funded?** |

**Section 3: Attachments and Supports**

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| **Please provide*** **A detailed financial account of the funding provided showing the original grant budget and the actual use of grant funds.**
* **Any images, case studies, media materials or newsletters where the grant has been referenced.**
* **Your organisation’s most recent annual report if not already provided.**
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**Section 4: Declaration**

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| * **I understand that the details disclosed in this report by me are accurate and will be held by The Make A Difference Trust under the terms of the Data Protection Act 1998**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Updated Jan 2020**