

Holiday Activity and Eatwell Fund– Project Monitoring Form

What is this form for?

Please use this form to provide an update on what your project has achieved as a result of receiving a Grant from the **Holiday Activity and Eatwell Fund**. Please refer back to your **grant agreement** when you complete this form.

Name of organisation/group	Click here to enter text.
Lead Contact name:	Click here to enter text.
Telephone Number:	Click here to enter text.
Email Address:	Click here to enter text.

Start date of project: Click here to enter text.	Date monitoring form completed: Click here to enter text.
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Project Delivery Update

1. Please tell us the number of people who have taken part in your project so far
Children/young people Click here to enter text. Approximately how many of these are in receipt of FSM or on low incomes Click here to enter text. Parents/carers Click here to enter text. Families (this can include the children/young people and parents/carers you have already detailed above) Click here to enter text.
2. When did your project take place?
What times Click here to enter text. How many sessions Click here to enter text. How many weeks Click here to enter text.
3. Do you feel you reached your target participants?
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what process did you put in place to do this? Click here to enter text. If no, what were the barriers to you being able to achieve this? Click here to enter text.
4. Please tell us the number of staff involved in the delivery of this project
Click here to enter text.
5. Please tell us the number of volunteers involved in the delivery of this project
Click here to enter text.

Impact of your Project

6. Tell us how your project has assisted in addressing the issues of food poverty for children, young people and their families during the school holiday
Click here to enter text.
7. Please tell us about any outcomes for the people who attended your sessions i.e. what are the changes or effects on people as a result of taking part in your activities
Click here to enter text.

Taking your project forward

8. Please tell us the key things you have learned which you will take forward in delivering these sessions in the future (these could be challenges you have faced and overcome or positive experiences)
Click here to enter text.
9. Please tell us what activities have you carried out to ensure that your project can be sustained beyond 2020 - in terms of both the activities you have carried out using this funding and those carried out using other resources
Click here to enter text.
10. Please tell us what the future plans are for holiday hunger projects in your area
Click here to enter text.

Financial Update

5. Please provide a breakdown of what you have spent your grant funding on:			
Item	Cost	Amount of grant used	Other funding used (please state source)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total		Click here to enter text.	Click here to enter text.
In-kind contributions* (resources or people's time, goods given to you free of charge or volunteer time)			

Please note your grant does not require you to contribute in-kind match funding, however if this has been a feature of your project we would be interested to hear about it

Amount: [Click here to enter text.](#)

Type of contribution: [Click here to enter text.](#)

*The calculation that we use for volunteer time is as follows;

Project Management/Manager = £16.97 per hour

Administration/Project Worker = £12.35 per hour

General Duties (other) = £9.92

Form completed by: [Click here to enter text.](#)

Role in organisation: [Click here to enter text.](#)

Please return this form to grant.applications@telford.gov.uk or Community Participation Team, Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT no later than 30 days after the completion of your project.

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