



WARD ALLIANCE FUND MONITORING AND EVALUATION FORM

«Ref» - «Organisation»-«Project» acknowledge receipt of a grant of £«Amount» and enclose:-

*(a) Copies of receipts showing how the grant has been spent;

or

*(b) I have contacted the team to discuss returning the grant via BACs transfer.

(*delete as appropriate)

Signed: _____ Name: _____

Date: _____

1.A Name of your Group:	
1.B Main contact:	
1.C Position in group:	
1.D Address:	
1.E Postal code:	
1.F Email address of main contact:	
1.G Main telephone number:	

2. Financial Details

2.A What did you spend the grant on?

Based on information provided on your application form, please identify the full amount of funding spent on the project, and include copies of invoices for all expenditure relating to the project.

Item	Purchased from	Amount (£)
TOTAL GRANT		

3. Volunteering and your community

Please provide us with as much evidence as possible (photographs, signing in sheets, newspaper clippings etc)

3.A What volunteering work did your project undertake?

How many people volunteered towards the project:

How did the volunteer match directly contribute to the project?

How many new volunteers contributed towards the project?

Were there any cash donations or In-kind contributions?

3.B SHARE your story

Storytelling has been a key means of sharing valuable information and drawing people in throughout human history, and is as relevant today as ever before. Use this template to construct the story of your impact.

Setting: Where did the event take place?

Activity: What activity did you undertake?
Was there a problem that needed solving?

Action: What did the people involved do?

Results: How did it turn out?

Ending: What is different now?

5.A Feedback

Please can you tell us whether your experience of applying to the Ward Alliance Fund has been positive or not.

How long did it take for you to receive your grant?

- 1 week or less
- 2 weeks
- 3 weeks
- 4 weeks or more

Investment – based on the grant awarded (not the amount applied for) have you been able to fulfil your project aims?

- Fulfilled all aims
- Fulfilled majority of aims
- Fulfilled some of aims
- Not fulfilled any aims

Was the application form easy to fill out?

Please indicate in the comments box below how the form could be made easier

- Easy
- Moderately easy
- Moderately difficult
- Difficult

Did you find the guidance which was provided helpful?

Please indicate in the comments box below how the guidance could be more helpful

- Very helpful
- Helpful
- Slightly helpful
- Not helpful at all

Any other / comments feedback?

Thank you for your feedback and comments. Please return this form along with receipts, copies of bank statements, photographs, attendance forms etc to appropriate Area Team:

Central

centralarea@barnsley.gov.uk

If you cannot email over the document please contact a member of the team on 01226 775705

Dearne

dearnearea@barnsley.gov.uk

If you cannot email over the document please contact a member of the team on 01226 775106

North East

northeastarea@barnsley.gov.uk

If you cannot email over the document please contact a member of the team on 01226 773013

South

southarea@barnsley.gov.uk

If you cannot email over the document please contact a member of the team on 01226 355866

Penistone

penistonearea@barnsley.gov.uk

If you cannot email over the document please contact a member of the team on 01226 773582

North

northarea@barnsley.gov.uk

If you cannot email over the document please contact a member of the team on 01226 773583

Thank you for your feedback and comments. Please return this form along with receipts, copies of bank statements, photographs, attendance forms etc.

We will be promoting the work of the Ward Alliance and the work that it commissions – we may wish to use photos and case studies you have provided to us in future media coverage – please tick this box if you would like us to use your images.