

Methodist Church House
25 Marylebone Road
London NW1 5JR

+44 (0) 20 7486 5502 (enquiries)
helpdesk@methodistchurch.org.uk
www.methodist.org.uk
registered charity no 1132208

MONITORING & EVALUATION REPORT *Year*
period: 6/12 Month
(month year to end month year)

Project / Grant Reference number:

Project title:

Project Start date:

Grant received in 20xx-xx: Date paid :

1. What actions have you taken in order to achieve your desired *outcomes*?

A brief summary of the work you have done to date and how it fits with your plan

2. What has proved most *successful* so far, has this altered your approach in any way?



3. What *problems* have you had and how have they been overcome?

4. Are you still convinced the action you are taking is the best possible option? How could you *alter your plan* to enable you to make a greater impact?

5. Is there anyone you could approach who may be able to provide you with something which could allow you to have a *greater impact* (including communications)?

e.g. through providing training or a piece of equipment enabling you to work more effectively

6. Please give a *numerical* indication of the *impact* your project/role has had so far. Is this in line with what you planned? Which targets have you not met? How are you addressing this? Please refer to your agreed activity plan and provide comments for each activity.

e.g. number of people visited, change in the congregation size, percentage increase in youth projects etc.

7. Please give us a *qualitative* indication of the *impact* your project/role has had so far.

Areas which cannot be quantified but which form part of the success of the project, including feel good factors, e.g. an increase in the commitment shown by volunteers, improved feedback from those benefiting from your work, a deepening of discipleship or spirituality, churches reporting positive response from attendees, etc.

8. What single *story* of what your project has *achieved* would you tell people to convince them to support your project? (i.e. a story that could be shared in Methodist publications or other media channels)

Please note: stories about successful projects are extremely helpful in aiding fundraising and may be used in Methodist publications. Any relevant photos you have which we may use would also be a tremendous help, please ensure you have the relevant permissions.

9. Has anything changed which means your *exit strategy* needs to be reviewed financially or logistically?

e.g. what actions are you taking to find other sources of funding? Will volunteers need to complete the project in your absence? What are you doing to prepare for this? What will happen to your project when Connexional grant-funding comes to an end?

10. Please provide a *financial report* showing your funding balance at the start of the year, income, expenditure and balance at the end of the reporting period. How closely does this match your original budget? If it is significantly different, why is this and what are you doing to address the issue?

Please show whether there are grant funds remaining or unused. You may be asked to returned unused funding if it is not needed.

11. Please report against any specific conditions which are listed on your grant agreement

COMPLETED BY / MAIN CORRESPONDENT:

Name:

Contact details:

 Please return your completed report to grants@methodistchurch.org.uk by *Date* and send a copy to your District Grants Officer.

Thank you!

Activities and Outcomes of the work funded by the grant