

# Monitoring and Evaluation Form Small Grants

## Grant summary

City Bridge Trust asks all grantees for a monitoring report to outline how the grant has been used, what they have learned and what difference it has made. Please read the attached [guidance](#) before completing this form.

### Organisation details

Grant Reference:      Organisation Name:

Address:

Name and position of person completing form:      Contact email

Telephone

Have there been any changes to these details or other significant changes in your organisation since the grant was made or over the past year?

If yes, please give details:

**Please make sure that you inform the Trust of any major changes as soon as they occur.**

### Grant details

Program Area

Purpose of grant

Period of grant award:

to

With your City Bridge Trust funding you said you would deliver the following differences or outcomes:

### Project report

Please describe the activities or outputs you have delivered with your grant.

Thinking about the past year of your grant - please describe the differences or outcomes the work you have delivered has achieved.

Case example: please give a specific example of the difference your City Bridge Trust funded work has made. This is your chance to bring your project to life by presenting a picture of the impact you have had on a person, family or group. Please ensure this information is anonymised and real names are not used.

The case example should describe the situation before your intervention, explain what you did and show the difference it has made.

Please give us some examples of feedback from those who have benefited from the City Bridge Trust funded work you have delivered. Please ensure this information is anonymised.

**We expect that projects do not always work out as planned and we're interested in hearing what you've learned from what has gone well and not so well.**

What has worked well?

What has not gone as planned?

What have you learned (from what went well and not so well) and what changes have you made as a result?

If your City Bridge Trust funded project or activity is featured on any website or on social media or has appeared in the local or national press please provide us with the link:

**Who benefited from your City Bridge Trust funded project or activities?**

How many people benefited directly from your City Bridge Trust grant this year?

We ask certain data about your beneficiaries so that we can understand the make up of Londoners our funding is currently reaching and identify any gaps. If you do not collect this data, please enter "not known".

In which Greater London borough(s) did your beneficiaries live? Please include the relevant percentages, ensuring that the total is exactly 100%.

**What age group(s) were your beneficiaries? Please enter the relevant percentages, ensuring that the total is exactly 100%.**

0-15      16-24      25-44      45-64      65-74      75 and over

Not Known

**What gender were your beneficiaries? Please enter the relevant percentages, ensuring that the total is exactly 100%.**

Male

Female

People whose gender identity does not match their sex as registered at birth

Not Known

**What ethnic group(s) were your beneficiaries? Please enter the relevant percentages, ensuring that the total is exactly 100%.**

White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Gypsy, Traveller or Irish Traveller; any other White background)

Mixed/ multiple ethnic groups (including White and Black Caribbean; White and Black African; White and Asian; any other mixed/ multiple ethnic background)

Asian/ Asian British (including Indian; Pakistani; Bangladeshi; Chinese; any other Asian background)

Black/ African/ Caribbean/ Black British (including African; Caribbean; any other Black/ African/ Caribbean background)

Other ethnic group

Please give details:

Not known

**What proportion of your beneficiaries had a disability?**

%

0 Not known

**Environmental Impact**

City Bridge Trust recognises that climate change is a shared issue. We want to support our funded groups to address environmental issues. We understand that the size, type and activity of an organisation will affect what can be done.

We are interested in knowing what action you have taken in the past year to progress environmental sustainability principles and practice in how you run your organisation.

This could include telling us about: progress made in developing an environmental policy and action plan; reduced energy use through monitoring of utility bills and/or moving to green tariffs; waste reduction through recycling of materials and reuse of

equipment; and informing and training your employees, volunteers, service users and /or clients to adopt 'green' practices and save money.

Do you report on your environmental actions in your annual report?

**Please note, the Trust can provide you with an eco-audit which is a free professional review of your activities from an environmental perspective. The aim is to help you identify good practice and to recommend where further environmental and financial savings can be made. Details and a simple online application form can be found on our [website](#).**

### Wider impact of grant

Has your City Bridge Trust grant brought any benefits to your organisation beyond financial benefits?

**If yes, please indicate the type of benefits: (tick all that apply)**

No Increased number of users/beneficiaries

No Improved reach to different types of users/beneficiaries

No Development of an evidence base

No Support for the organisation's core functions

No Improved partnership work with other organisations

No Improved monitoring and evaluation procedures

No Better press coverage

Other (please state):

Has this grant had an effect on your other fundraising results?

No effect

Please give details of any specific effects:

How have you found your dealings with the Trust?

Good

We are committed to ensuring we provide the best possible support to grantee organisations, and we listen to all feedback. Please let us know if there is anything we could do better for you.

### Grant spend

**Please complete the following financial breakdown for the project or activity that was funded by the Trust. This should refer only to the year covered by this report. Where possible try to use the same expenditure headings as were used in your application.**

#### Capital Expenditure

Description

£

Total Capital Costs:

#### Revenue Expenditure

Salaries -----

-

£

Sessional workers / wages / expenses -----

-

Contribution to core costs -----

-

Direct activity costs -----

-

Other (please specify)

Total Revenue Costs:

Total grant spent:

FOR REFERENCE ONLY

Total grant awarded:

Is there any unspent grant from payments made by City Bridge Trust in the past 12 months? If so, please write the amount below. If not, please write zero.

If you have any unspent grant, please explain why this is the case.

**If you would like to use any unspent grant monies, please give details of how and when you would like to use them. This will need to be approved by the Trust, and you must wait for the Trust's decision before committing the funds.**

### Declaration

**I confirm that, to the best of my knowledge, all the information I have provided in this form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance. I request release of the next instalment of our grant and understand that there may be a delay if information submitted is incomplete or if there is an underspend on previous year's award.**

Please tick:      Name:

No

Position:

#### How your information will be used by City Bridge Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) uses all reasonable endeavours to comply with the Data Protection Act 2018, which integrates the General Data Protection Regulations. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. In addition, the City Bridge Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law. Our privacy and data protection statement can be found here: [www.citybridgetrust.org.uk/privacy/](http://www.citybridgetrust.org.uk/privacy/)



**I confirm that I give my explicit consent for City Bridge Trust to use data relating to my organisation's application as set out above.**

Please tick:      Name:

No

Position:

**Our contact details for enquiries about how we process your information are:**

The Chief Grants Officer, City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. \* Telephone: 020 7332 3710 \* Email: citybridgetrust@cityoflondon.gov.uk

**Concerns over fraud and corruption**

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24-hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk