

## MONITORING AND EVALUATION FACTSHEET

We at the Foundation are keen to learn from current funded projects to help us shape future funding programmes. The Foundation has put in place a number of procedures for Monitoring and Evaluation for grant holders to follow:

- We will ask your Chairperson to sign the Terms and Conditions of grant so we can issue your cheque
- We will ask you to send us a Receipt of Payment form to let us know the cheque has been received and lodged
- Once the grant has been spent we will ask you to complete an evaluation. The evaluation form should clearly show what the grant money has been used for, and the benefits brought about by the grant
- We try to visit a number of our grant holders as part of our monitoring process
- We visit a number of grant holders at the end of their grant for an evaluation visit. This helps us find out more about the benefits brought about by the grant and how the money was spent
- An organisation may receive a Financial Systems visit to look at the procedures and controls in place around their finances

**It is important to follow the Monitoring and Evaluation Procedures set by the Foundation otherwise your grant could be withdrawn or your organisation could be restricted from applying for a grant in the future.**

### Lloyds TSB Foundation for Northern Ireland

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Registered in Northern Ireland: Number 19019  
Company Limited by Guarantee  
Accepted as a charity by HM Revenue & Customs under reference XN72216

## SUPPORTING DOCUMENT CHECKLIST

**In order for the application to be considered for funding, the following documentation MUST be submitted with the original Application Form. Please ensure you provide photocopies of the supporting documentation, as no documents will be returned.**

- Most recent Annual Report or signed Minutes of AGM**  
If the organisation does not produce an Annual Report, minutes of the most recent AGM are acceptable.
  
- Most recent Audited or Independently Examined Accounts**  
Audited Accounts must be signed by both the Auditor and Chairperson or Treasurer of the organisation.  
  
Independently examined Accounts must be signed by both an individual with the requisite ability who is external to the organisation, and the Chairperson or Treasurer of the organisation.
  
- HM Revenue & Customs Letter of Recognition showing Charitable Status**  
Must relate directly to the applicant organisation, and confirm charitable status.
  
- Signed and Adopted Constitution**  
Must be signed by, and have been adopted by the Committee.
  
- List of Office Bearers**  
Must contain names and addresses of the current office bearers.
  
- Job Description and Personnel Specification**  
If applying for a grant that supports salary costs, both documents must be provided.

### Board of Trustees

Gary Mills, Chairman  
Paddy Bailie, Deputy Chairman  
Robert Agnew  
Angela Colhoun  
James Grant  
Geraldine McAteer  
David Patton  
Tony Reynolds  
Brian Scott

### Staff

Executive Director	Sandara Kelso-Robb
Grants Manager	Sinéad Tierney
Grants Officer	Joanne Byrne
Grants Officer	Brenda Kennedy
Administrative Officer	Caroline Kelly