

# Monitoring and Evaluation Requirements



**All successful organisations will sign up to specific Terms and Conditions of Grant for the Creating Change Grant Programme. Below outlines the main procedures that will be followed as part of the Monitoring and Evaluation of the grant programme.**

- We will ask your Chairman to sign specific Terms and Conditions of Grant before the release of year one funding.
- Milestones will be set out by you for year one, and agreed with the Foundation, based on the original outcomes as set out in the Application Form.
- The milestones will be reviewed annually to see how well the project is progressing against the overall outcomes for the project.
- Details of annual expenditure will be reported to the Foundation.
- Information sharing sessions for grant holders will be held from time to time to allow you the opportunity to present the successes and difficulties in your project and to learn from other grant holders.
- We will visit your organisation to undertake monitoring and support visits at various stages during the lifetime of the grant.
- You will be asked to take part in an overall evaluation of the Creating Change Grant Programme.
- It is important to follow the Monitoring and Evaluation Procedures set out by the Foundation, otherwise your grant could be withdrawn.

