

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It is important to follow the Monitoring and Evaluation Procedures set by the Foundation otherwise your grant could be withdrawn or your organisation could be restricted from applying for a grant in the future.

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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 adopted by the Committee and have a **handwritten** signature by **2 committee members**, one of which must be an office bearer.

- 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

Paddy Bailie – Chairman
Tony Reynolds – Deputy Chairman
Robert Agnew
Angela Colhoun
Hugh Donnelly

Staff

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