



## Monitoring Form – Voluntary Organisation Support Grant

As part of your application to the Council's Voluntary Organisation Support grant, you agreed that in the first twelve months of funding, your organisation would meet the achievements detailed below.

Part of the application process was an agreement to provide evidence in relation to what you are doing to achieve these targets. We therefore require you to complete this simple monitoring form on a quarterly basis. The sheets are to be returned to us no later than ten days after the end of the following periods:

- Q1 April – June 2017
- Q2 July – September 2017
- Q3 October – December 2017
- Q4 January – March 2018

**Please demonstrate how you are achieving:-**

Recruit and train at least two additional volunteers

**Please demonstrate how you are achieving:-**

Raise user numbers by 10%

**Please demonstrate how you are achieving:-**

Develop assistive equipment remote delivery and return.

In addition, can you please supply us, by the end of May, with quarterly and yearly targets so your achievements can be monitored and reported to Councillors throughout the year. As your achievements will be monitored in a formal manner, can you please ensure you meet the reporting deadlines stated above. Failure to do this may jeopardise further funding opportunities for your organisation.

Completed by:

Name \_\_\_\_\_

Date \_\_\_\_\_

Position in organisation \_\_\_\_\_

Signed \_\_\_\_\_