

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:-

Continue to promote the availability of UDC funded bursary places for people from Uttlesford based voluntary and community groups in order to maximise the take up of places. The promotion will include – information on the VST website, in the brochure of training opportunities and through e-mail newsletters. In addition, the availability will be notified through CVS Uttlesford newsletter and information will be submitted to the local press.

We have updated the VST website to include Uttlesford bursary places on all courses since 1st April 2017. The availability of places has been included in VST's Summer brochure and it will also be included in the Autumn one going out later in July. We have submitted a Press Release to local papers but it did not get published. We will try again for the Autumn programme. We have also promoted the bursary through the CVS Uttlesford newsletters.

Please demonstrate how you are achieving:-

Seek feedback about the impact of the training at the 3 month point after attendance.

To date 17 places have been allocated out of the 52 paid for by the funding. Training topics include: Running Effective Meetings, Minute Taking, Mentoring Practice, Charity Health Check and a combined First Aid, Health & Safety & Safeguarding of Vulnerable Adults course. The majority of these have been run in the last month and therefore 3 month feedback not yet available.

However feedback from the Mentoring Practice delegate states: *"The training has helped our organisation to be more supportive to our service users and enabled us to provide mentoring if needed"*.

Please demonstrate how you are achieving:-

- Please supply another target which your organisation will aim to meet.

Target - to increase the spread of the bursary to more groups (registered charities) than last year. Last year it was 13 and this year we intend to increase it to 15.

To date the following groups have sent delegates for training:

1. St Mary's Church Great Dunmow
2. Uttlesford Volunteer Centre
3. CVS Uttlesford
4. Uttlesford Community Transport

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.

Quarter target	Number funded	Balance remaining
Q1 April – June 2017 to fund 13 bursary places to Uttlesford based groups with registered charity status	17	35
Q2 July – September 2017 to fund 13 bursary places to Uttlesford based groups with registered charity status		
Q3 October – December 2017 to fund 13 bursary places to Uttlesford based groups with registered charity status		
Q4 January – March 2018 to fund 13 bursary places to Uttlesford based groups with registered charity status		

Completed by:

Name _____ MADDY PITCHER _____

Date _____ 29TH JUNE 2017 _____

Position in organisation _____ ADMIN MANAGER _____

Signed _____ M Pitcher _____