



## 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 launched our training programme for the Autumn and Uttlesford bursary places are included both as a ticket choice on the website and in our fees listings on page 31 of our brochure. We have also promoted the bursary through the CVS Uttlesford newsletters. A press release was also sent to all the local papers on 9<sup>th</sup> August 2017 and was published by the Walden Local. We photographed article and tweeted it on our Twitter page to help spread the word. Have also met contact from Alzheimer's Society Uttlesford and promoted the availability of bursary places. We also search the local press for articles about newly set up charities and then sent them details of our training and bursaries.

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

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

To date 36 places have been allocated out of the 52 paid for by the funding, leaving 16 remaining. Training topics taken up this term include: Emergency First Aid At Work, Supporting & Supervising Volunteers, Finding Funding Faster, Improving Funding Applications, Presentation Skills, Minute Taking and Social Media.

We seek feedback about the impact of training from a survey form which is emailed or by personal contact. Uttlesford Shed Project had a one day training course to assist their newly set up group in Takeley. It covered health & safety and first aid as they would be working in

a workshop environment and safeguarding awareness as they would be working with vulnerable people. The impact of the session was that 'delegates enjoyed the first aid training which was tailored to fit the sort of incidents they might encounter. They also had an enlightening session about working with vulnerable people. This caused them to have a discussion in which they shared personal experiences which were beneficial to the group. They are now aware of what to do should they have concerns about other volunteers' (Clive Emmett, CEO CVS Uttlesford).

We also met with Lizzie Petrie of Uttlesford Volunteer Centre to review the Mentoring training we had run for them which was bursary funded. The Mentoring Project was set up to provide a pool of volunteers ready to assist the Volunteer Centre by supporting more vulnerable volunteers and others needing support. She stated that there were some very positive outcomes achieved with nine delegates achieving accreditation (therefore being qualified to provide support) and additionally the group benefited from soft outcomes such as networking, upskilling and confidence building. She would like to repeat the training and is currently applying for funding to do this.

**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
5. Hearing Help (Uttlesford)
6. Support 4 Sight
7. Rainbow Rural
8. St Mark's College
9. Uttlesford Buffy Bus
10. IPSEA
11. Fragile X Society

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.

| <b>Quarter target</b>  | <b>Number funded</b> | <b>Balance remaining</b> |
|--|----------------------|--------------------------|
| 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 | 19                   | 16                       |
| 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 \_\_\_\_\_ 3<sup>rd</sup> October 2017 \_\_\_\_\_

Position in organisation \_\_\_\_\_ ADMIN MANAGER \_\_\_\_\_

Signed \_\_\_\_\_ M Pitcher \_\_\_\_\_