



## 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 continued to market our Autumn training programme both through our website and inclusion in CVS Uttlesford's newsletter. This has been successful as we have exceeded our quarterly target and only have 8 places to fill for the Spring 2018 programme.

We have also launched our training programme for the Spring 2018 and Uttlesford bursary places are included both as a ticket choice on the website and in our fees listings in our online brochure. We will continue to promote the availability of the remaining places with CVS Uttlesford as well as researching newly set up groups through local media and facebook/twitter.

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

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

To date 44 places have been allocated out of the 52 paid for by the funding, leaving 8 remaining. Training attended this term has included: Emergency First Aid At Work, Supporting & Supervising Volunteers, Finding Funding Faster, Improving Funding Applications, Presentation Skills, Safety for Lone Workers, Minute Taking and Promoting Your Organisation using Facebook. We have also allocated funding for the Recruiting Volunteers training coming up on 16<sup>th</sup> January 2018.

We seek feedback about the impact of training from a survey form which is emailed or by personal contact. Feedback about the impact of the training attended is as follows:

*"The course was clearly presented and helpful to me as I co-ordinate a monthly Messy Church and a weekly Church Mice Toddler Group. I regularly take minutes and the course has helped me to make sure I have Action points against named individuals. Thank you for the courses."* Gillian Warren, St Mary's Church Dunmow – Minute Taking course & Running Effective Meetings course

*"We both found it very informative and useful to hear other charities problems and solutions and we really value any grant funding training and help we can access."* Carol Monk, Rainbow Rural – Finding Funding Faster course

*"I enjoyed the Finding Funding Faster course. It was useful to chat with other participants about their experiences and the content of the day was informative, encouraging and motivating."* Elizabeth Noakes, St Marks College - Finding Funding Faster course

*"I attended the Trustee training course and found it to be interesting and informative. The training helped me to understand better my roles and responsibilities as a Trustee and increased my knowledge in important areas such as legal duties and governance. The knowledge gained through the training has helped me to make a positive contribution in my role to date, and I am confident it will stand me in good stead for the future. I would like to add that the trainer provided a number of useful handouts on the course, which I have already used a number of times and I am sure will serve as excellent reference material over the coming months."* Steve Shoesmith, VST – Trustee training course

*"This training has given us an extra boost when applying for funding. Our bids are now written in a more professional way and we have received a good amount of income since the training. We are applying for Lottery Funding and feel the training has set up us very well for this."* Rosie Juhl, Buffy Bus – Finding Funding Faster course

*"Having the first aid knowledge has helped our organisation and also the safety of our service users."* Graham Hawkes, Support4Sight – Emergency First Aid at Work

**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. Accuro
2. Buffy Bus
3. Council for Voluntary Service Uttlesford
4. Dunmow Youth Group
5. Fragile X Society
6. Hearing Help Essex (Uttlesford)
7. IPSEA
8. Rainbow Rural
9. St Marks College
10. St Mary's Church Dunmow

- 11. Support4sight
- 12. Uttlesford Community Transport
- 13. Uttlesford Volunteer Centre
- 14. Voluntary Sector Training

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	44	8
Q4 January – March 2018 to fund 13 bursary places to Uttlesford based groups with registered charity status		

Completed by:

Name \_\_\_\_\_ MADDY PITCHER \_\_\_\_\_

Date \_\_\_\_\_ 3rd January 2018 \_\_\_\_\_

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

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