**Lewisham NCIL 25-27
Quarterly Monitoring Report Questions**

Please note your quarterly report must be completed online using the link we send you. We cannot accept your report as a word document. This document is provided only to give you a list of questions that you can expect on the quarterly monitoring report.

 **Your NCIL Grant**

**READ ONLY FIELDS:**

Grant Type Ward
Delivery Wards Funding awarded
Organisation Name Project Name
Project start date Project length (in months)

 **FIELDS TO UPDATE OR COMPLETE (IF APPLICABLE TO YOUR PROJECT):**

Name of person completing monitoring report
Contact email, Confirm email
Secondary email, Confirm Secondary email
Contact phone number
Which time period does this report cover?

Remember to only report on results that relate to your project for the reporting period you are reporting on. E.g., if you haven’t delivered any sessions this quarter, just leave that section blank

**What have you done during this reporting period?**

**Your achievements in numbers**

Select project outputs in the questions below and
enter the figures reached towards those targets in this reporting period:

**Quarterly results: Sessions**

If your project is delivering regular sessions to service users, add a session type below that best matches your project and tell us how many sessions and the number of beneficiaries (across the number of sessions entered) delivered

**Result 1**

Session Type
Number of sessions
Number of beneficiaries
Add result (add as many as required)

**Quarterly results: promotion, evaluation and research (if applicable)**

**Add a promotion, evaluation or research result for this quarter then add the number achieved**

**Result 1**

Promotion, evaluation or research type

Number achieved

Add Result

**What capital works has your project completed? Tick all that apply**

Play areas/​park facilities refurbished
Outdoor gym
Community garden
Planters
New equipment
Building made more eco-friendly

If you select Yes to say that you have delivered a festival, you will then be asked if you prefer to report your festival events separately or together as one item where you can then let us know how many events were delivered across the festival

**Have you delivered a festival?**

Yes / No

**Event results**

**Event 1**

Date of the event

Name of the event

Number of attendees (estimate)

Describe your audience (a brief description of the type of people such as age group, gender or background is sufficient as you can add more specific demographic data below)

Add Event

**Additional results (if applicable)**

Are there any other achievements or results you'd like to report? This could include new members, meals provided, money saved by beneficiaries, or specific activities not covered above. Feel free to provide additional details.

**Who has benefited from your project?**

**Are you reaching the number of beneficiaries you expected to?**

Yes / No / Exceeded

**If No, Why do you think you haven't reached your expected number of beneficiaries this quarter?**

**If No, Do you need any help to promote your project?**

**How many volunteers has your project engaged?**

**How many volunteer hours have been completed?**

**How many beneficiaries have gained employment because of your project?**

 **Demographic Data**

**Have you been collecting any demographic data on your beneficiaries for this project?**

Yes / No

**If no, Can you provide a rough idea of the type of people attending your project or any changes to demographics you’ve observed?** (e.g., We’ve had a more diverse range of ethnicities attending or this quarter we’ve seen more men at our events, for example)

**If you have been collecting demographic data, please add the numbers below:**

**Protected Characteristics**

Please add the number of beneficiaries in each characteristic range

**Sex**

Female / Male / Non-binary / Prefer not to say

**Age**

Under 18 / 18-24 / 25-34 / 35-44 / 45-54 / 55-64 / 65+ / Prefer not to say

**Disability**

We encourage you to collect and report on as much demographic data as you have capacity for, as this helps us to show the programme’s impact.
More is better, but even anecdotal or light touch demographics reporting is useful.

Yes / No / Prefer not to say

**Race**

Asian or British Asian
Black, Black British, Caribbean or African
Mixed/​Multiple Ethnicity
White
Other (please specify)
Prefer not to say

**Sexual orientation**

Bisexual / Heterosexual / Homosexual / Other / Prefer not to say

**Socio-economic**

Financial hardship
On benefits /​ in receipt of free school meals
Sanctuary Seekers
No Recourse to Public Funds
Prefer not to say
Other (please specify)

**Religion or belief**

Christian / Muslim / Hindu / Jewish / Buddhist / Sikh / No religion / Other / Prefer not to say

**Gender reassignment**

Yes / No / Prefer not to say

**Marriage and civil partnership**

Married / Civil partnership / Single / Divorced / Widowed / Prefer not to say

**Pregnancy and maternity**

Pregnant / On maternity leave / Not applicable / Prefer not to say

**Do you have any additional demographics data that you would like to share, such as additional categories or data in a different format or post code data?**

 **Is your project on track?**

**What has worked particularly well in this quarter?**

**Have you faced any unexpected challenges in carrying out your project this quarter?**

Yes / No / Not sure

**If Yes, Please describe the challenges and how you are addressing them.**

**Do you need any help with these challenges?**

Yes / No

 **Your Expenditure**

**Has the project been completed?**

Yes / No

**Do you think your project is on track with your budget?**

Yes / No

**If No, Please explain the reasons for delay or cost overruns or underspend.**

Please note: As stated in the grant agreement, Lewisham Council has the right to request repayment for any funds not spent

 **Impact of your project**

**For this quarter, do you have any evidence of your project’s success to share with us? (Tick appropriate boxes)**

Case studies Photos
Report Survey results
Quotes Posters /​ Flyers

**Please upload any evidence you wish to share**

Upload or drag files here.

**Are you happy for us to share this content in newsletters, reports, social media, our website**

Yes / No

**Is there anything else you would like to share with us at this time?**

**PLEASE SUBMIT YOUR REPORT USING THE LINK PROVIDED TO YOU. IF YOU CANNOT FIND YOUR LINK, PLEASE CONTACT YOUR MONITORING OFFICER**