

# Project update monitoring form



## What's this form for?

- **Use this form to** describe what you've achieved through your project. By your project we mean the activities, services or facilities we are funding, as described in our original offer letter, together with any changes we've agreed with you since then.
- **Don't use this form to** inform us about changes to your contact, organisation, bank account or project details. We expect you to discuss these changes with us before they happen and submit the relevant forms, which you can get from your funding officer.

## How to fill in this form

- Make sure you've saved this form to your own computer and are using Adobe Reader version 10.0 or above.
- You need to answer all the questions marked with an asterisk\*. When you've finished, select Check my form is complete at the bottom of the page.
- Send your form to your funding officer

Form reference

Project ID

Organisation name

Project name

Project year

Reporting period

from

to

# Part one – Looking back

## 1.1 What progress have you made?\*

Describe the main activities you’ve started, continued or finished during this reporting period.  
You can write up to 2,000 characters (about 300 words).

Character count: 

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## 1.2 What have you learned? \*

Give details of:

- any achievements or unexpected outcomes you'd like to share with us
- any problems you've faced and how you've tackled them
- how you'll use or share what you've learned from your own monitoring or evaluation
- any changes you'll make to your project because of what you've learned.

You can write up to 2,000 characters (about 300 words).

**SAMPLE**

Character count:

## Part two – Equality information

### 2.1 How well did you reach everyone who could benefit from your project?\*

Describe what you've done to make sure everyone who could benefit from your project knew about it and was able to get involved. If your project hasn't been as effective as you would have liked, explain what you'll do differently in the future.

You can write up to 2,000 characters (about 300 words).

**SAMPLE**

Character count:

## Part three – Looking ahead

### 3.1 How prepared are you for the next reporting period, from dd/mm/yyyy to dd/mm/yyyy?\*

Use this traffic light system to help us get a sense of how well prepared you think you are for the challenges ahead.

Please be open about sharing any concerns with us. We're more likely to be able to help and support your project to reach a successful conclusion if you let us know about any problems early on.



Everything's on track and you don't expect any problems.



A problem may arise but you're confident you can handle it.



A problem is likely to arise that could seriously affect your project.



Your ability to deliver your planned project activities.\*



Your ability to secure other funding you need for this project.\*



Your ability to control project costs.\*



Your ability to get or retain the staff or other resources you need for this project.\*



Your ability to achieve your project outcomes and indicators.\*



Your organisation's ability to remain financially healthy.\*



A change to your organisation's legal status or governance.\*



External factors, including changes in legislation.\*



Your ability to deliver your equalities plans for this project.\*



A potential change in the need for the project.\*

Please explain what the problem is, how you're planning to manage it and if there are any ways you think we may be able to help.\*

You can write up to 1,000 characters (about 150 words).

Character count:

If you'd like to provide more information on anything you've rated Amber or there's anything else you think we should know about, please give more details here.

You can write up to 1,000 characters (about 150 words).

Character count:

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SAMPLE

## Part four – Declaration

Check the box to confirm that:

- the information in this report is accurate and true and has been approved by the governing body of your organisation
- the money from BIG has been used exclusively for the project described in your original application, together with any changes you've agreed with us since then
- there haven't been any significant changes to your project or the governance of your organisation apart from any you've told us about and we've agreed to in writing
- you've told us about all other sources of funding for your project and you haven't received any duplicate funding for the activities, services or facilities BIG is paying for
- you have sought to achieve value for money for your project by securing goods and services at reasonable prices
- your organisation keeps full and proper accounts and records, including invoices and receipts, which show how the money from BIG has been used
- your organisation has an equal opportunities policy and, if working with children, young people or vulnerable adults, a safeguarding policy; these policies are carried out and regularly reviewed to ensure they adhere to current legislation and regulations
- your organisation hasn't disposed of any BIG funded assets without getting permission from us in writing
- your organisation is following all current statutory requirements and other laws and regulations relating to the project and its work including: adherence to employers' liability insurance; the national minimum wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection and intellectual property rights legislation.

☐

I agree\*

### Attachments

Please attach:

- examples of how you've acknowledged Big Lottery Fund support in your publicity
- copies of letters confirming any other funding you've secured for your project since your last monitoring report
- anything we've asked you to send us as part of our monitoring for this programme.

Please don't attach other files (particularly pictures). Instead, send anything else you'd like us to see by email or post directly to your funding officer.

**You can attach files up to a total of 8MB**