

## Six-monthly monitoring report for CYPFEIF and ALEC Fund

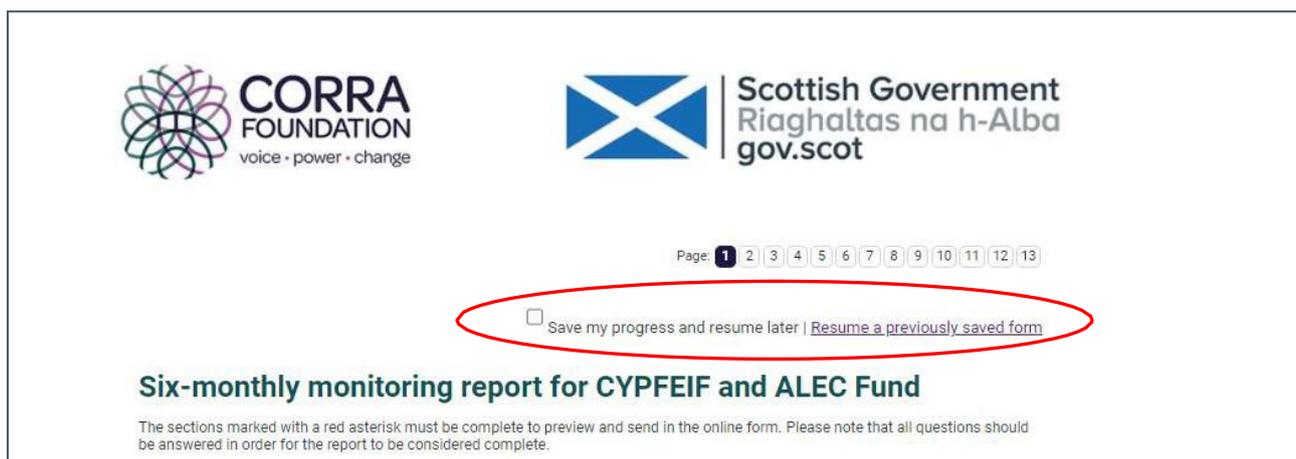
### Guidance

Please complete the online form every six months using the link sent to your organisation's lead contact. Use this guidance note to understand how to answer each question and how to use the online form.

If you have any questions about any section of the report, please email [sg@corra.scot](mailto:sg@corra.scot) or contact your lead contact at the Corra Foundation and we will be happy to help.

## Using the online form

1. An **email with the link to your personalised reporting form** will be sent to your lead contact over 4 weeks before the report is due.
2. The person completing the report should follow the link with that email to access the online form.
3. Begin completing the form. We suggest you complete Section 1 and then **save a first draft**.
4. To save, tick the box next to 'Save my progress and resume later'.



The screenshot shows the top of the online form. On the left is the CORRA FOUNDATION logo with the tagline 'voice · power · change'. On the right is the Scottish Government logo with 'Riaghaltas na h-Alba' and 'gov.scot'. Below the logos is a page navigation bar with buttons for pages 1 through 13, where page 1 is selected. A red oval highlights a checkbox labeled 'Save my progress and resume later' with a link to 'Resume a previously saved form'.

**Six-monthly monitoring report for CYPFEIF and ALEC Fund**

The sections marked with a red asterisk must be complete to preview and send in the online form. Please note that all questions should be answered in order for the report to be considered complete.

5. You will then be asked to enter your email and choose a password. Passwords must contain 4 or more characters, with at least one letter (a to z) and one number (0 to 9). You will need this password to resume the form.
6. Once you have clicked Save, you will be sent an email (as below) with a link to resume your form.

[External Email] Your response to EIF - Progress Report has been saved.



Form Notification <no-reply@formassembly.com>  
To Maren Thompson

Thank you. Your response to EIF - Progress Report has been saved.

You can resume this form at any time by going to <https://www.tfaforms.com/forms/resume/4869963>.

**IMPORTANT:** Your submission is considered incomplete until you resume it and press the submit button.

7. If you do not receive the email, please **check your junk/spam folder**. The email is from [no-reply@formassembly.com](mailto:no-reply@formassembly.com) so may not be recognised. If you still don't have it, please contact [sg@corra.scot](mailto:sg@corra.scot).
8. **Use the link in that email to resume your form. Do not use the original link sent to your lead contact.** If you use the original link, it will take you to a blank form and your draft will be overwritten.
9. If you have **forgotten your password**, you can reset it by following the link to resume your form and following the steps.
10. Resume your form and complete all sections.
11. Note that **Organisation Name, Grant Reference** and the **Lead Contact First and Last Name** will be prepopulated and cannot be amended on the form. If any of this information is incorrect, please contact [sg@corra.scot](mailto:sg@corra.scot) with the updated information and we will make the changes.
12. Note that **selected pages may be greyed out** and not visible to you. This is because they are not relevant to you due to the number of agreed outcomes you have.
13. When you come to the end of the form, click 'Review before Sending'.
14. If any sections have been incorrectly completed, you will be told that there are x number of problems with your report. These **errors will be highlighted to you** in red within the report. Errors include exceeding word limits, using the wrong format (e.g. letters where the field is for numbers only) or not answering a required question. If the error message doesn't make sense to you, please contact [sg@corra.scot](mailto:sg@corra.scot) and we will assist.

www.tfaforms.com says

The form is not complete and has not been submitted yet. There are 2 problems with your submission.

OK

15. Once you have corrected any errors, click **'Review before Sending'** and you will be taken to the final page to review your full form before finalising it. Check through and if you wish, print out a copy for your records. If you are happy with it as the final version, click **'Confirm'** at the bottom of the page.
16. Your lead contact will then receive an **email acknowledging receipt** of the completed report.
17. The person completing the report, your lead contact (if different), your Corra lead and your Scottish Government policy officer will receive an **email with a PDF** of your completed report.
18. If any information is missing from your report, Corra will contact your lead contact.
19. Once Corra has reviewed your report, we will send our feedback via email to the person completing the report and your lead contact.

## Top tips for completing your report

- ✓ **Please assume we don't know what acronyms mean** and keep answers as jargon-free as possible.
- ✓ **Use the word limits** as an indication of how much information we are looking for. We need enough information to be able to understand what your organisation is delivering and the progress your organisation is making towards the agreed outcomes and indicators but ask that answers be concise.
- ✓ Please **do not add weblinks into any text boxes** as they will not open if they cover more than one line; instead use the fields provided in section 5.
- ✓ **Attachments should be sent** to your **main contact at Corra Foundation for this grant** copying in your **Scottish Government Policy Officer**
- ✓ Be careful with word limits as **characters, including bullet points, count toward the word count**. We have allowed extra words to account for this but please bear it in mind.
- ✓ **Selected pages may be greyed out** and not visible to you. This is because they are not relevant to you due to the number of agreed outcomes you have.
- ✓ To finalise your report, you must first review it and then click **Confirm** at the bottom of the page.

## Answering each question

The sections marked **\*** must be completed to review and send in the online form. Please note that all questions should be answered in order for the report to be considered complete.

### **Section 1: Key information (page 1) \***

The details of your organisation’s lead contact will be prefilled in the form. If any of this information incorrect or has changed, please contact [sg@corra.scot](mailto:sg@corra.scot) so we can change the details on our system.

If the person completing the form is not the lead contact, please answer ‘No’ to the question: ***Is the person completing this report listed above?*** You will then be asked to complete details of the person completing the report.

## Section 2: Progress and achievements (page 2) \*

Please be honest about how the work is progressing against your organisation’s plans to meet the agreed outcomes and indicators. If you have any concerns about progress towards the outcomes or indicators please provide details so we can understand the challenges and how best to support your organisation.

## Infrastructure and Core Services funding (pages 3-8) \*

These sections align with your agreed outcomes and will show only the number of outcomes you have. If sections are greyed out, it is because you do not have outcomes in those fields. If the outcomes shown do not align with yours, for example there are some missing, please contact [sg@corra.scot](mailto:sg@corra.scot).

Please provide information on the progress towards your agreed outcomes with sufficient detail for us to understand what has been achieved in the reporting period. We’re asking you to provide a progress update on activities, progress against indicators and outcomes, and monitoring and evaluation.

Your agreed outcomes will be prefilled on your form so you can report against them directly. Although this field is editable, we ask that you **do not edit the text of your agreed outcomes**. Please do not add weblinks into any text boxes; instead use the fields provided in section 5.

The table below gives more detail on what we are looking for in each of these sections:

Section on monitoring form	What we’re looking for
Update on your activities	Please provide a <b>brief</b> overview of the activities that demonstrate your organisation’s progress towards achieving the agreed outcomes. For example, delivery of a training session or an event.
Progress against indicators	Please provide a <b>brief</b> update on progress against the agreed indicators.  If the indicators are quantitative, where possible please give details on your progress towards meeting these figures.
Progress against outcomes	In this section it would be useful to have a <b>brief</b> overview of overall outcome progress. Some of this information may have been included in

	<p>the progress against indicator section but please provide an outline of developments and if outcome progress is on track.</p> <p>Remember to keep this as <b>jargon-free as possible</b>, please don't assume we know what acronyms mean.</p>
Number of people supported	<p>We would like to know how many people have benefited from your work. In the next question you will be able to break down the overall number of people supported into children, young people and adults.</p>
Monitoring and evaluation carried out	<p>Please provide a <b>brief</b> update on the monitoring and evaluation activities carried out that help to demonstrate the impact the work is having and progress towards meeting the outcomes.</p> <p>If monitoring and evaluation has not yet been completed please let us know how your organisation plans to evaluate the activities. (e.g. annual surveys, stakeholder consultations).</p> <p>This section is not intended to be a duplication of information included in the outcome or indicator progress section.</p>

### How many people have benefited from this work (page 9) \*

Please tell us how many children and young people, families and adults have benefited from this work. We know that different organisations have different ways of tracking numbers of people supported so please provide this information based on whichever methods you currently use within your organisation. Please enter numbers only in this section and use section 3 and/or the number of people supported comments box to provide any additional information about the number of people who have benefited from the work.

### Section 3: Delivery (page 10) \*

#### **Please tell us about any unexpected challenges your organisation has faced or is facing**

We know that not everything goes to plan, and we would like to know if the organisation has faced any particular challenges that may have impacted the work being funded through the CYPFEIF & ALEC Fund. If you have not had any unexpected challenges you don't need to fill in this section.

#### **Please tell us about any successes you have had in delivering the work.**

As well as knowing about challenges the organisation may have faced, we are also interested in knowing about the successes the organisation has had whilst delivering the work. This could be a key development or achievement relating to the CYPFEIF & ALEC funded work you would like to share.

**Please let us know of any partnerships this funding has supported you to create, sustain or develop.**

We know that many organisations receiving funding through the CYPFEIF and ALEC Fund already work in partnership with other organisations, and also hope that having this funding in place will enable other partnerships to develop. Please tell us if this is happening. These may be completely new partnerships, existing partnerships that are now developing in a different way as a result of the work you are delivering with this funding, or existing partnerships that this funding is supporting you to sustain. If there is nothing about partnership working relating to this funding that you would like to report you do not need to fill in this section.

**Please let us know about any community benefits that have resulted from the work you have delivered.**

The Scottish Government would like to know of any community benefits that have resulted from your delivery with this funding. This might include using local suppliers, community-run venues or other community-based groups being able to use your facilities. If there are no community benefits you would like to report you do not need to fill in this section.

**Please share one quote or case study which illustrates your achievements over the past six months.**

We would love to receive a recent case study or quote relating to this work that highlights something you have achieved during the reporting period. Please only share it if you have permission to do so and if you are happy for us to share it with the Scottish Government. We will contact you should we wish to use it publicly. If you do not have one, feel free to leave this blank.

**Have you had any safeguarding incidents during the last six months?**

Please share details of any safeguarding incidents which have happened during the reporting period including what action was taken and the status of the case. If you have not had one, feel free to leave this blank.

By safeguarding incidents we mean Notifiable Events you have reported to OSCR **Notifiable Events Scheme** or similarly to the Charity Commission, and any other such incidents covered by your organisation's safeguarding policy & procedures reported to your Board of Trustees. (Note a more detailed description of what is expected can be found in your CYPFEIF & ALEC Fund's grant clause (4.6a) that was built into the Terms & Conditions for this funding from April 2019 onwards.)

**Please let us know what differences any non-financial support you have received has made.**

One of the important parts of the CYPFEIF and ALEC Fund is having a named policy officer and a key contact at the Corra Foundation for each funded organisation so you always know who to get in touch with about this funding. Where possible they are involved in joint visits to all the funded organisations. If there has been any support that has been useful to your organisation it would be helpful to know as this will help us do more of what is making a difference. If there is no non-financial support you feel you have benefited from you do not need to fill in this section.

**If there is any other specific support you feel you need from either the Corra Foundation's CYPFEIF and ALEC Fund team or your Policy Officer?**

Please let us know if your organisation has any specific support needs that your policy officer and lead Corra Foundation contact may be able to help with. This will also help to inform the support and engagement programme.

**The United Nations Convention on the Rights of the Child (Page 11) \***

As outlined in the award letters and grant agreement paperwork for 2021-22, we want to confirm organisations have taken steps to promote, respect, protect and fulfil the rights of children and young people and increase awareness of the UNCRC amongst staff and stakeholders, and ask organisations in this section to confirm they have promoted the UNCRC throughout the creation and development of programmes, projects, policies and procedures in relation to this funding.

In this question, organisations are asked to confirm they have:-

- Undertaken and a Child Rights and Wellbeing Impact Assessment (CRWIA) in relation to any programmes, projects, policies and/ or procedures which impact on the implementation of this grant, and you have appropriately consulted with children and young people and civil society when doing a CRWIA
  - [Children's Rights and Wellbeing Impact Assessment guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/documents/2021/04/Childrens-Rights-and-Wellbeing-Impact-Assessment-guidance-gov.scot.pdf)
- Provided relevant links to UNCRC information materials on your website
- Ensured staff have undertaken the 20-minute UNCRC Training Tool
  - Children's Rights Training ([An Introduction to Children's Rights: training tool - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/documents/2021/04/An-Introduction-to-Childrens-Rights-training-tool-gov.scot.pdf))

You may also find it helpful to look at United Nations Convention on the Rights of the Child implementation: introductory guidance – gov.scot ([www.gov.scot](https://www.gov.scot/resources/documents/2021/04/United-Nations-Convention-on-the-Rights-of-the-Child-implementation-introductory-guidance-gov.scot.pdf))

Please note that the guidance and templates for Child Right's and Wellbeing Impact Assessments (CRWIA)

were updated in November 2021. If you completed your CRWIA prior to November 2021 there is no requirement to revise, but you may find it useful to review the updated guidance.

Information shared in your answer to question 3.12 is intended to help the Scottish Government better understand the usefulness of our introductory training tool and the CRWIA process, in fulfilling this grant condition. Please provide feedback on how these could be improved, particularly reflecting on what additional support you needed if you found compliance with this clause challenging.

### Section 4: Finance (page 12) \*

We need to have a breakdown of your expenditure for the year to date since 1<sup>st</sup> April. This will let us know that you have used your funding for delivering your agreed outcomes. Please cover each section of your work, so if you are using this funding to deliver infrastructure and core services work, or a number of core services, we need to know the spend for each of these separately and an overall total.

Note that you **do not** need to provide a breakdown of expenditure for infrastructure work and we only need an overall figure for this section; if you are delivering core services with this funding we **do** need a breakdown for each of these.

- Please enter only whole numbers, and please do not include any VAT you can recover from HM Revenue and Customs.
- Please check that your figures add up to the subtotals for each section, and the overall total which is automatically calculated in the form.

An example of a completed table is given below:

<b>Infrastructure</b>	<b>Year to date spend</b>
<b>Subtotal</b>	18,720
<b>Core service 1</b>	<b>Year to date spend</b>
Management salaries	4,920
Support staff salaries	13,680
Training	300
Travel and subsistence	800

Office and administration costs	920
Any other costs	300
<b>Subtotal</b>	20,920
<b>Core service 2</b>	<b>Year to date spend</b>
Management salaries	3,800
Support staff salaries	5,720
Training	2,000
Travel and subsistence	440
Office and administration costs	400
Any other costs	0
<b>Subtotal</b>	12,360
<b>Overall total</b>	52,000

**Please explain any differences of more than 10% between the amounts you have spent in this quarter and the amount you are claiming.**

If there is a difference of more than 10% between the amounts you have spent in this quarter and the amount you are claiming please provide an answer to this question. Please be honest about the reasons for this difference as this will let us know if there are any issues we need to be aware of or if this is purely a matter of timing in delivering the agreed work. If you do have a difference of more than 10% between your spend and your claim and you don't fill out this section this may result in a delay in the payment of your funding. Please note that you will not be able to carry forward funding from one reporting period to the next without prior agreement.

**If you are predicting an underspend by the year-end, please tell us how much you think this will be and the reason for this.**

We need to know if you are predicting an underspend by the year-end.

If you answer 'yes' to this question, please complete the second part of this question to let us know how much you think this will be and the reasons for this. Remember that you will not be able to carry forward funding from one reporting period to the next without prior agreement.

## **Section 5: Weblinks (including attachments) (page 13)**

Please do not add weblinks into any text boxes through the report. If you do this and the link goes over one line, the person reading the PDF version of the report will not be able to click on the link. Instead please use the fields provided in this section. When you, your policy officer and your Corra Foundation lead contact receive the PDF of your report, it will be much easier for them to follow the weblinks if they are presented in this section.

You may wish to index your weblinks so that you can refer to them throughout the report.

If you wish to share any attachments with us as part of your report, we ask that you email them to your **main contact at Corra Foundation for this grant** copying in your **Scottish Government Policy Officer**.

## **Section 6: Declaration (page 14) \***

Please remember to put a cross in the box to confirm that you are agreeing with each of the statements set out in this section.

### **The Corra Foundation**

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The Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). Fortify Social Enterprise CIC is a community interest company registered in Scotland and is also a company limited by guarantee (No SC507457). The Corra Foundation was previously called Lloyds TSB Foundation for Scotland.