

The Children, Young people, Families and Adult Learning Third Sector Fund

**Monitoring report template**

Please complete your online monitoring report every six months using the link sent to your organisation's lead contact.

**Section 1: Key information**

Please provide contact details of the person completing this report.	
1.1 Organisation *	<i>prepopulated</i>
1.2 Full name *	
1.3 Position within the organisation *	
1.4 Work telephone number *	
1.5 Work email address *	
1.6 Reporting period *	

*\*Required field in order to save first draft. Please note that all questions should be answered in order for the report to be considered complete.*

**Section 2: Impact**

Use this section to tell us about your progress and achievements over the last six months.	
2.1 Are you currently on track to meet your outcomes? (tick one)	<input type="checkbox"/> Yes <input type="checkbox"/> Probably but we have some concerns <input type="checkbox"/> No
2.2 If you have selected 'probably...' or 'no', please tell us what your concerns are.	

2.3 Please provide information on the progress you have made against each of your outcomes.

**OUTCOME 1: *prepopulated***

Overall progress:

**OUTCOME 2: *prepopulated***

Overall progress:

**OUTCOME 3: *prepopulated***

Overall progress:

2.4 Please tell us about any unexpected outcomes you have had in the last six months, as a result of your funded work.

[OPTIONAL]

2.5 Please tell us how many people in each of the following groups have benefitted from your work over the past year. Please show the cumulative total per group.

	Children	Young People	Whole family support	Parents and carers	Adult learners	Professional staff
People you work with directly	Annual target:	Annual target:	Annual target:	Annual target:	Annual target:	Annual target:
People you do not work with directly but who benefit from your work	Annual target:	Annual target:	Annual target:	Annual target:	Annual target:	Annual target:

2.6 Please share one quote or case study (max 500 words) which illustrates your achievements over the past six months.

[OPTIONAL]

### Section 3: Delivery

Use this section to tell us about any issues which may affect your ability to deliver your planned work under this fund.

3.1 Please tell us about any significant successes you have in the work you have delivered over the last six months.

3.2 Please tell us about any unexpected challenges your organisation has faced or is facing which may affect your ability to carry out your funded work.	
3.3 Please tell us about any partnerships this funding has helped you to establish, develop or sustain.	
3.4 Do you need any specific support from the Corra Foundation or your Policy Officer to support delivery of your funded outcomes?	
3.5 Please tell us about any differences the non-financial support linked to this fund has made to your organisation.	

## Section 4: Finance

Use this section to update us on your financial situation.

4.1 Please provide your total cumulative expenditure during this Financial Year. Please enter only whole numbers, and please do not include any VAT you can recover from HM Revenue and Customs. \*

	Approved annual budget	Expenditure to date this Financial Year
TOTAL	<i>Prepopulated £</i>	£

4.2 Is your expenditure in line with your plan?	<input type="checkbox"/> No <input type="checkbox"/> Yes
4.3 If you have answered 'no' to the last question, please explain why.	

## Section 5: Declaration

5.1 Please tick to confirm the following statements:

- ✓ The information in this report is accurate and true and has been approved by the governing body of your organisation.
- ✓ The money from this fund has been used exclusively for the work described in your original application and your agreed outcomes and indicators, together with any changes you've agreed with us since then.
- ✓ There haven't been any significant changes to your grant or the governance of your organisation apart from any you've told us about and we've agreed to in writing.
- ✓ You haven't received any duplicate funding for the work this fund is paying for.
- ✓ Your organisation keeps full and proper accounts and records, which show how the money from the fund has been used.
- ✓ Your organisation operates on a going concern basis.
- ✓ Your organisation is following all current statutory requirements and other laws and regulations relating to the grant 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; equal opportunities; data protection and intellectual property rights legislation.

I confirm all of the above statements are true to the best of my knowledge.

**The Corra Foundation**

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