



HEART OF ENGLAND COMMUNITY FOUNDATION

ESF Community Grants

End of Grant Monitoring Form

Please read this information carefully:

This End of Grant Monitoring Form is a very important document.

It details everything that your project has achieved, and tells us about the impact that our funding has had on your participants. It provides us with information about the activities you have delivered, the people who have benefited, and also allows us to see a cost breakdown for your project.

This is also your opportunity to look back and evaluate everything that you have been doing. Tell us about what has been successful and any areas that you feel could have been better. We would like you to provide some feedback about how the Grants Team at Heart of England Community Foundation has helped you and any improvements you think that we could make to our service in the future.

The completion of this document is part of the Grant Contract that you signed, so please ensure that it is completed correctly and signed before you return this form.

To help you complete this form you should have your original application as a point of reference to help you measure and evaluate.

If you have any issues relating to this form please contact the Grants Team at the Heart of England Community Foundation on : 02476 883262 or 0247688 3264

End of Grant Monitoring Form Contents List

Please use this sheet to ensure that you have completed each section of this form

Please make sure that this form is retained within the file

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Section 1

Organisation & Project Information

Organisation Name	The Highlife Centre Ltd		
Project Name	Enterprise and Employment Skills workshops		
Contract Sign Date		Amount Awarded	
16 th June 2014		£12148	
Project Start Date	Mid-Point Monitoring Date	End of Grant Monitoring Date	
1st July 2014	September 2014	31 st May 2015	

Project Information

Please tell us about the aims, objectives and purpose of your project

Aim of the project

The aim of the project was to improve self-confidence, self-esteem and the quality of life of unemployed people from Black Minority Ethnic community through a range of activities that will raise their employment and enterprise awareness, address barriers that prevent them from considering self-employment or employment and provide them with the skills to create career action plans that will result in sustainable employment pathway thereby improving quality of their lives.

Objectives

Our objective for this project was to:

- Engage participants in activities that will raise their confidence and self-worth
- Increase participant's employment opportunities
- Evaluate the achievements and overall quality of the project
- Share learning to other community groups

Participants attracted and engaged

Participants who engaged on the project were referred from the following:

JCP	9
Word of mouth - WOM (Including literature)	65
Website	2
Princes Trust	2
Eventbrite	3
Life Path Trust	2
Better Life Chances	5
Family's Choice	2

we used the following methods to collect information to evaluate the success of the project,:

- Participant database
- Beneficiary activity record/Individual learning plan
- Feedback forms for training
- One to one interviews
- Case studies

Section 2

Project & Participant Achievements

Project Achievements

What achievements did you reach during this project?

Have you achieved the aims and objectives that you set at the beginning?

The project achieved most of its stated objectives even though we change in method of delivery to ensure that we are meeting the needs of participants. As stated in our application, all participants will engage in both training and one to one sessions.

We identified within the first 3 months that most participants preferred one to one support provision to one to many sessions. As such the project had to change delivery method to accommodate for this. The following were achieved:

Participants attracted onto the project	112
Participants engaged and supported	90
Participants who received training	25
Participants who received one to one support	79
Participants who received advocacy support	2
Hours of one to one support provided	1140.30

Out of the 90 participants, the following outputs were achieved:

Those who started business	17
Those who secured employment	7
Those who undertook volunteering	20
College enrolment	5
Referred to other community organisations	16
Completed project without tangible outcome	36

Participant Achievements

What difference has this project made to the participants?

Has your project served the need that your participants required?

Please tell us about the achievements that your participants have gained through this project

Participants who engaged on the project reported that they have:

- Increased confidence and motivation as a result of the workshop and is now able to interact with the wider community.
- Increased their knowledge and skills in enterprise and interviewing techniques
- Improved ability to time manage and have a work life balance
- Improved ability to make career decisions
- Changed attitudes and mind set to work

Participants commented that:

"I found this to be very useful, even with a small group Christabell kept it engaging and very motivating"

"The presentation was very good, the presenter was clear when she is speaking. Timing was good. The food too was good"

"It will be great to have more motivation related conference"

"I thought the workshop was very good and I don't think anything needs to be improved"

"Information was clearly presented and valuable knowledge"

"All information provided has been helpful and has encouraged me to better plan and manage my time"

"Very useful overview of the key aspects of starting my own business"

"More courses like this to boost our confidence"

"Will need more of this workshop"

"From this workshop I am more confident about my plans for the future"

24 participants responded to a survey. The results were:

	very satisfied	%	Satisfied	%	Dissatisfied	%	Neither	%
Information clearly presented	17	71	7	29		0		0
Increase in knowledge and information	16	67	8	33		0		0
Ability to apply the knowledge in life and career	17	71	6	25		0	1	4
Knowledge of where to get future information about work and support	18	75	5	21	1	4		0
Increase in confidence to make decision about career	16	67	6	25		0	2	8
Increase in life improvement	16	67	8	33		0		0
Increase in social interaction	15	63	8	33		0	1	4
Increase in motivation	13	54	9	38	1	4	1	4
Overall experience	18	75	6	25		0		0

Section 3

Financial Accounting

Please provide us with information about what your grant was spent on. You should refer to your original application budget.

Please make sure that you have your receipts to evidence your items.

Has the whole of your grant been spent?		No
<p><i>If no, please state how much and the reason for any underspend. Please also enclose your cheque to us for the full balance of any underspend.</i></p> <p>We spent £359 on room hire out of a budget of £480 leaving a balance of £121. This was because, the Centre relocated its front facing support to another premises that enabled the project to be provided at a central location that had facilities for events, training and also drop in creche.</p> <p>In addition, the project also underspent in budget allocated for food by £44.79.</p> <p>A cheque of £165.79 has been returned.</p>		

Item	Item number	Budget	Spent	Evidence Agreed	Item Number
Office and admin expenses £408 per month	1	4080	4080	Paid invoices or receipts	ESF-1
Volunteer costs approx. £40 per month x 3 volunteers x 10 months	2	1200	1200	ESF Volunteer claim forms signed and dated by claimant and authorised by line manager	ESF-2
Facilitator/Trainer Trainer for 12 events @ £300 per event	3	3600	3600	Paid invoices or receipts	ESF-3
Room Hire £40 x 12	4	480	359	Paid invoices or receipts	ESF-4
Refreshments for 96 beneficiaries @ £144 per Workshop x 12	5	1728	1683.21	Paid invoices or receipts	ESF-5
Training materials	6	1060	1060	Paid invoices or receipts	ESF-6

Important Information

- Please number your receipts/invoices/timesheets to correspond with the items they refer to as above.
- Photocopies of receipts / invoices and timesheets should be kept to **one item per page**
- If your projects costs are different to those agreed in your contract, please include the change approval letter received from **Heart of England Community Foundation**.
- If you spent less than you received, please return the balance to **Heart of England Community Foundation**

Section 4

Participant information

4.1 Who has taken part in your project?

Anticipated number of eligible participants	96
Actual number of eligible participants	90
<i>If there is a significant difference please let us know why?</i> Whilst the project attracted 112 people, 22 of those were not eligible on the project. Interviews conducted with participant identified that, whilst a number of people from our target community were interested in the project, they could not participate because they were involved in some form of employment even though they were very low paid jobs. Those who were not eligible for support have been referred to other projects.	

4.2 Types of Participants

Anticipated participant types <i>(Please tick)</i>					
Women	Black & Minority Ethnic	Disabled	Lone Parents	Over 50's	Other (Please State)
x	x		x		

Actual participant types <i>(Please provide numbers)</i>					
Women	Black & Minority Ethnic	Disabled	Lone Parents	Over 50's	Other (White British Male)
44	79	2	14	4	7

4.3 If your actual results differed from your anticipated please explain why

The project attracted and engaged other participants other than stated in 4.2. These were:

2 disabled participants referred from Life Path Trust

4 over 50's

7 other unemployed participants who were white British referred from Job Centre Plus, Eventbrite or word of mouth.

4.4 What have the participants taken part in during this project?

Please outline all of the activities that your participants have taken part in during this project, remember to use your application form as a source of reference.

Participants who were supported on the project were engaged in the following activities.

- 1) Enterprise Awareness and Employment Skills Workshop – During this workshop, participants learned:
 - What to consider when starting a business and the personal and professional qualities needed to run a successful business.
 - How to answer questions effectively during interviews
- 2) Participants also received one to one mentoring in:
 - Business startup guidance
 - CV creation or update
 - Career/Business/Venture plans
- 3) Volunteering
 - Participants who required some form of work experience were referred to other organisations to volunteer or were placed on internal projects as volunteers.
- 4) Some participants received advocacy support in:
 - Form filling
 - Hand holding to college enrolment
 - Translation or speaking on behalf of participants to mainstream support services
- 5) Referral and Signposting
 - Henley and City college
 - Job centre
 - Other community organisations
 - Learn direct
 - Chamber of Commerce
 - Job shop
 - Internal project- Engage through Enterprise

Section 5

Publicity & Case Study

Please include any of the following

Occasion	Evidence
Receipt of grant	<ul style="list-style-type: none">- Press release with ESF logo and name included- Any press cuttings- Social Media
Participants made aware	<ul style="list-style-type: none">- Logo on all project materials including advertisements, posters, flyers, signing in sheets. Examples must be provided
Public and funder made aware	<ul style="list-style-type: none">- Quotes- Photographs / video via disk /email- Blogs / Social media- Any Press cuttings

Case Study

Please provide a case study detailing a particular participant who has benefitted and excelled through this project. Tell us about their circumstances, what this project has done for them, and how this project has helped them towards the job market (continue on another sheet if required)



Rebecca was long term unemployed when she engaged on the project, she reported that she wanted do something with her life but was unsure which direction to take.

Rebecca attended enterprise training and received mentoring support in starting a social enterprise that supported troubled families and engaged children and young people in activities that improved their lives.

To increase her confidence, Rebecca also undertook volunteering activities to find out how community projects run and managed.

She started her business in November 2014 and commented that:

“I am glad to have taken part in this project as a participant and also as a volunteer. Generally, I have gained knowledge of how to run my own business and personally, I feel more confident and have moved leaps and bounces in goal setting. Before this project, I was not able to manage my time but I have now learnt that I have to be on time and have made every effort to achieve that goal. Christabell has been a fantastic trainer and a mentor; it felt like she held my hand throughout the entire process.

Without this support, I would not have been able to start my own business. Staff at the Highlife Centre has been very professional, understanding and supportive throughout the process. They do all they can to ensure that any barriers and doubts I had were overcome and now I have the peace of mind to run and manage the business. This has been a truly positive experience – Thank you”

Would they be willing to be contacted by us to tell their story?

Yes

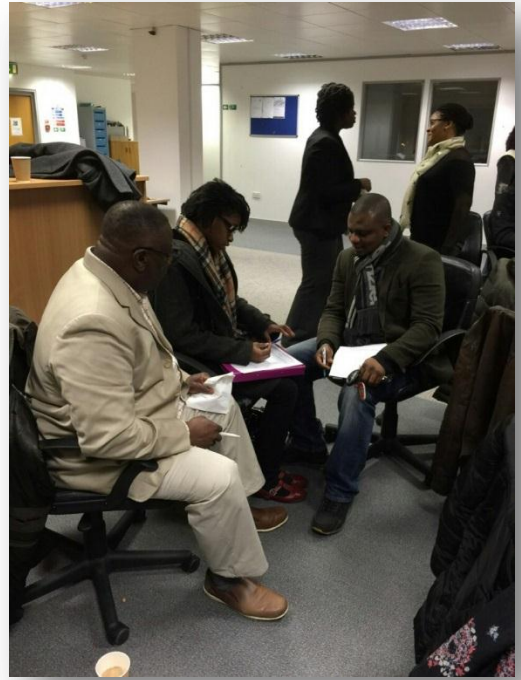
If yes please provide contact details:

Name - Rebecca Fordjour

Telephone – 07586 866755

Email – familyschoice@hotmail.com

Project Pictures



Section 6

Feedback

How would you rate your experience of working with The Heart of England Community Foundation? (Mark with an 'x')

Poor	Fair	Average	Good	Excellent
			x	

Please provide any comments that you think we would find useful to develop our level of service in the future, relating to your experience.

I am happy with the service provided by Heart of England Community Foundation.

Please outline any application or project support you received if any, for example events attended, advice given by phone or email, etc.

A visit by Heart of England Community Foundation Staff to monitor project progress.

Outcomes for your Organisation

Please explain any additional benefits your organisation has had from running this project and managing ESF funding; for example, extra funds you have secured, ways your group has re-organised itself, or new skills acquired:

The Highlife Centre has learnt lessons from this project which our trustees will use to make changes to similar project delivery in the future, for example including people from low income families in its enterprise and employment projects.

Will you continue to run this project, seek further funding, or look to run a similar project again in the future?

We used this intelligence as part of a research to bid for funds from Big Lottery to continue our provision and we have been successful.

Section 7

Agreement

I confirm that the information in this form and attachments are correct.

Signed for the applicant

Signed: *C Amoakoh*

Full name: Christabell Amoakoh

Date: 08/06/2015

Position of Authority: _____

Signed for the Heart of England Community Foundation

Signed: _____ Full name: _____ Date: _____

Position of Authority: _____

Finally

Please ensure that along with this form, any of your attachments are recorded in this order:

Attachments:

- a) Expenditure evidence
- b) Participant evidence (ILRs/Participant Records/Participant List)
- c) Any extra sheets to explain deviation from application
- d) Publicity evidence
- e) Cheque for balance if budget was greater than project costs

Please Note:

All documents should be copied and the originals kept for your own record keeping for 7 years.

Please contact the ESF Grants Team on 02476 883262 or 02476 883264 as soon as your End of Grant Form and monitoring is complete to arrange collection and your closure meeting.