



The Scout Association Development Grants Board

GRANTS FOR LOCAL DEVELOPMENT PROJECTS

MONITORING AND EVALUATION: REPORT FORM

Name of Project:	
Office Use	
Project Reference:	
Project Year:	
Grant Amount:	
Name of Report Author:	Position:
Signature:	Date:

NOTES

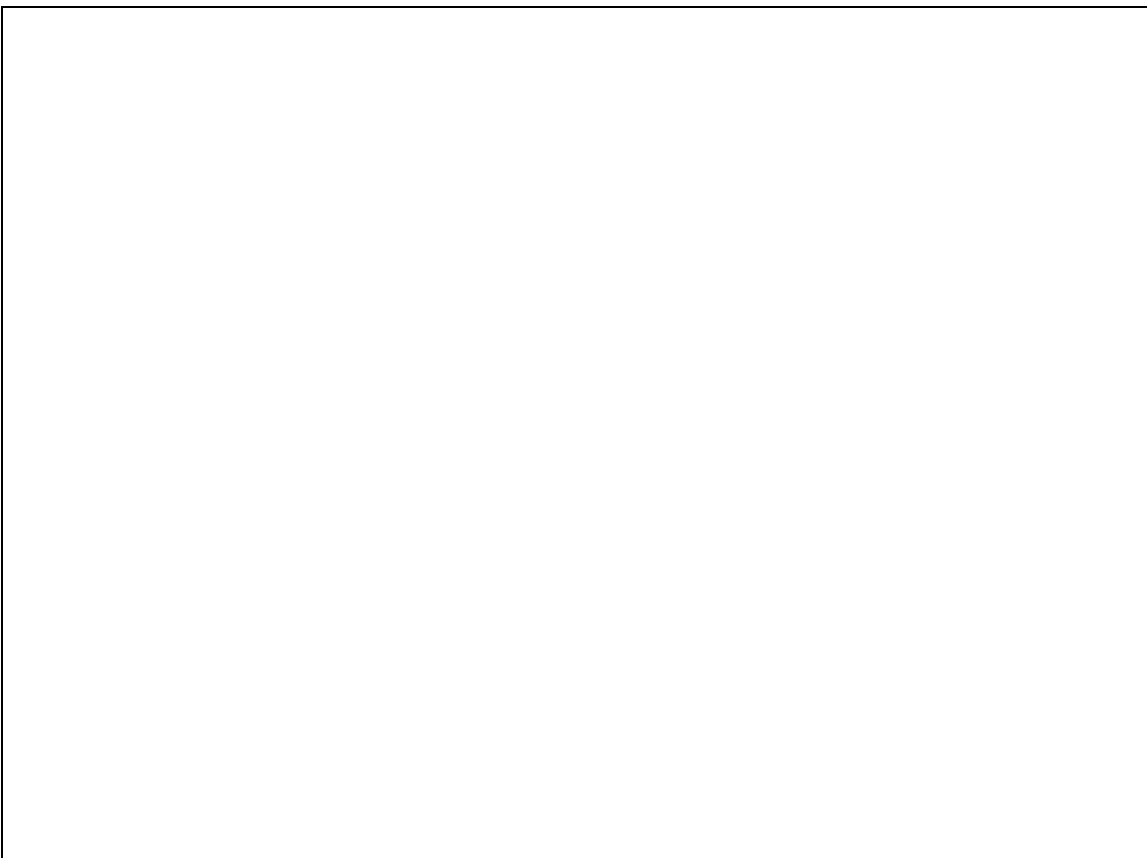
The production of this report is a requirement of the Conditions of Terms as stated in the letter that accompanied the grant for the project. The objectives of the report are:

- ◆ to provide the opportunity for the project to report on the progress made against the workplan and objectives set by the project
- ◆ to identify what lessons have been learnt during the project
- ◆ to state what the forthcoming years objectives, targets and workplan will be
- ◆ to detail the financial accounts of the project
- ◆ This document maybe requested in electronic format from the DGB Secretary.

1 Please give a brief outline of the overall project



2 Please set out your objectives and targets for the past year



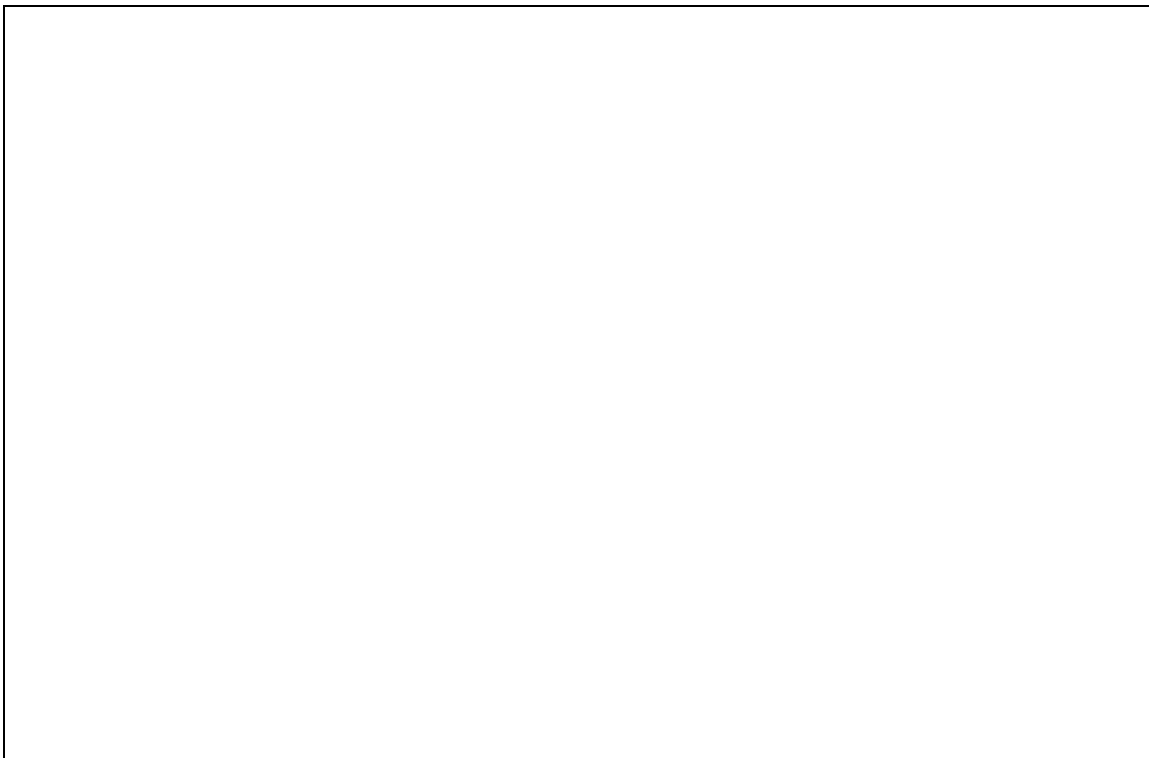
3 Please sum up your performance in meeting each of the objectives

4 Please give your opinion of both the strengths and weaknesses of your project so far. Please detail any changes to objectives/method/staffing/management during the report period.

5 Please set out your objectives/targets for the following year



6 Please set out your workplan as to how you will achieve the above objectives.



7 Are there any changes you wish to propose now to the overall objectives of the project in the light of progress made so far?

YES/NO (please circle)

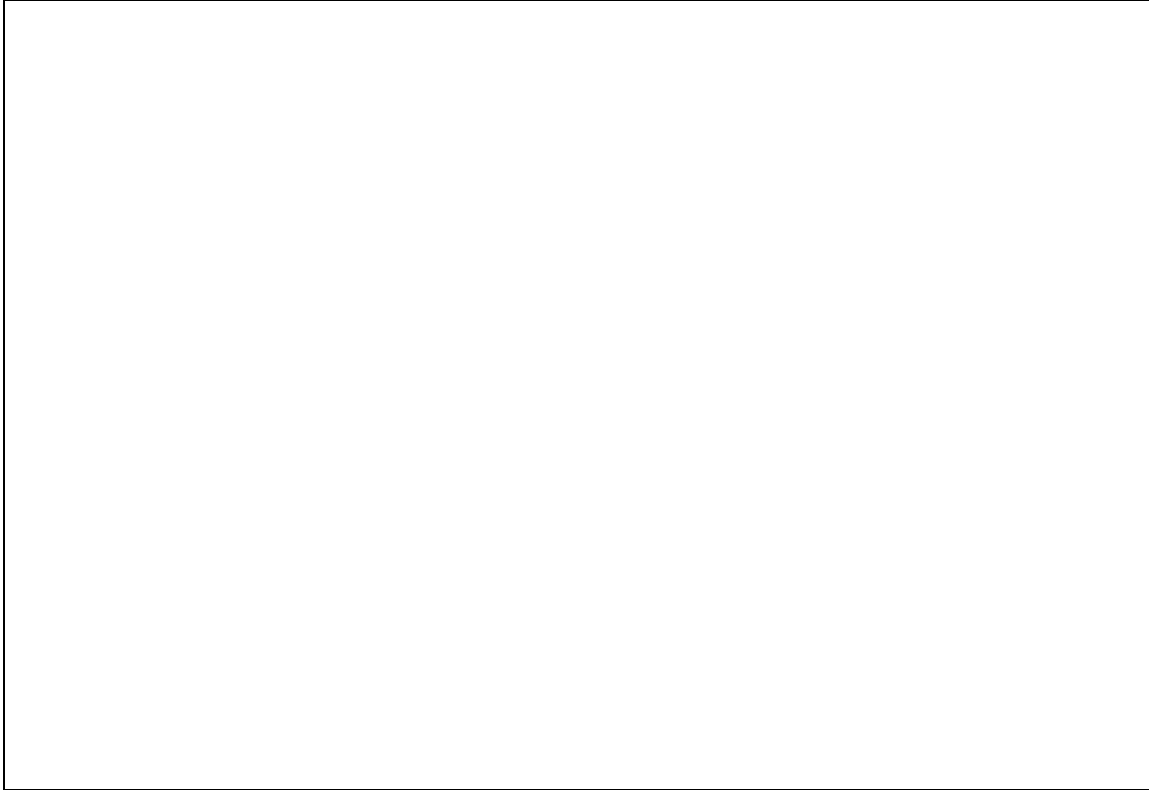
If yes, please detail below:

8. Are there any particular difficulties on which you need advice?

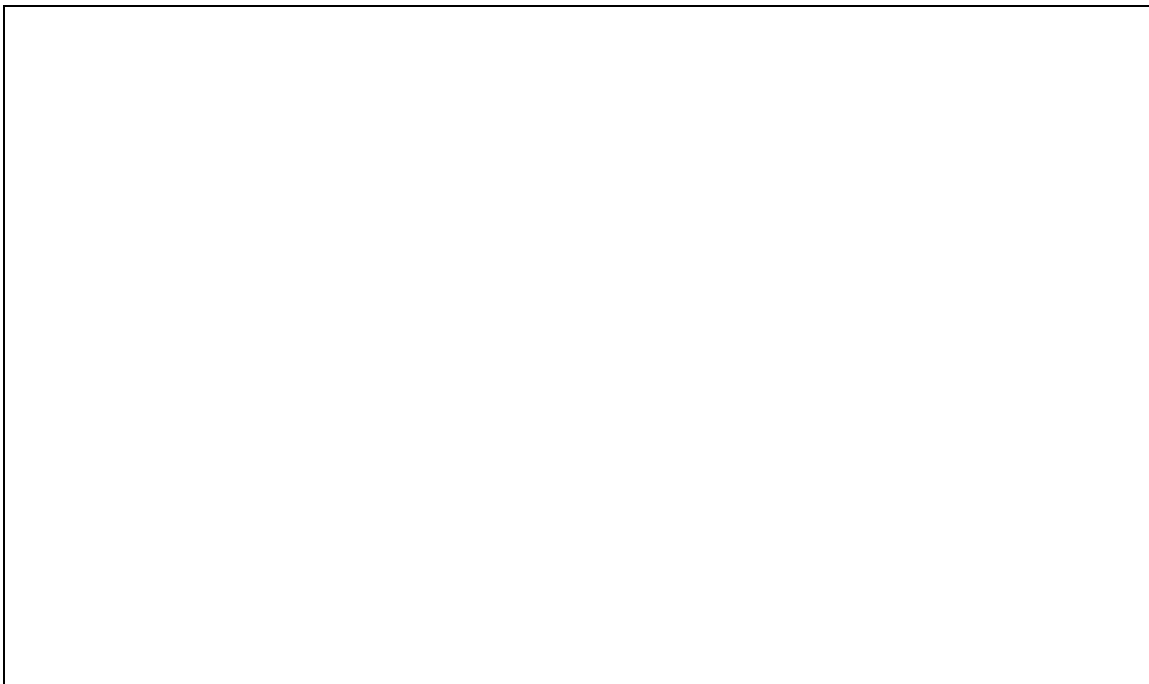
YES/NO (please circle)

If yes, please specify:

9. Looking towards the end of the project and the successes already achieved, how do you see the work of the project being sustained in the long term?



10. Any other comments you would like to make?



11. Please detail the Income and Expenditure of the project over the period of this report

Income	Budget	Actual
Income Total		

Expenditure	Budget	Actual
Total Expenditure		

Total Income		
Total Expenditure		
Credit/Deficit		

12. If requesting continued funding for Yr 2 or 3, please detail the Income and Expenditure of the project over the forthcoming year.

Income	Budget	Actual
Income Total		

Expenditure	Budget	Actual
Total Expenditure		

Total Income		
Total Expenditure		
Credit/Deficit		

Please return this report duly completed to:

Bruce Murdoch
The Development Team
The Scout Association
Gilwell Park
Bury Road
Chingford
London
E4 7QW

or to bruce.murdoch@scout.org.uk

Please return on or before October 20th 2006