

Deptford Challenge Trust Open Programme Guidance notes for completing the online application form

These are guidance notes to help you complete some of the key questions in the online application form for the DCT Open Programme at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum of 250 words.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note that Word counts words differently from our online form so the word count may be slightly different.
- As you enter your information on the online form, remember to save your progress periodically by clicking on 'Save as Draft', to prevent you from losing your work in case of internet issues.

Section 1: About your organisation

Organisation Name and Address

Please provide details of your organisation.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Organisation start date

Please let us know the month and year that your organisation started.

What type of organisation are you

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

Average yearly income

Please let us know your organisation's income in the last financial year. Do not put a '£' sign or comma into this box, it will only accept numbers.

Please describe briefly the overall aims and objectives of your organisation and the activities or services your organisation provides

Rather than copy the objects from your constitution, please give us a short description of what your organisation aims to achieve and how it does it.

Section 2: About Your Grant Application

Project name

If your project has a name please put it here, if it has no name please leave this box blank.

Project funding start / end

Please put the forecasted project start and end date. Successful applicants will have a maximum period of 12 months from June 2017 to spend the grant, all expenditure must be complete by May 2018 – your project start date should therefore not be before 1st June 2017 and the project end date should not be after 31st May 2018.

Which area (estate / region / borough) do most of the people who benefit come from?

Please tell us what area your organisation serves in London, this may be a borough, region of London, a targeted area or estate. Please be as specific as you can.

Which local authority will the activity mainly take place in?

For this fund the response to this question should be ‘**Lewisham**’. We will not normally consider applications taking place outside the borough, unless there is a good reason for it, which you should explain in the question below: ‘Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this’.

Please provide a postcode which represents the geographical area you will benefit.

This needs to be a full postcode within the area of benefit. This will usually be the area where the participants live. Don’t worry if it is not the specific venue that you will use.

Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face.

Who is it that will benefit? This might be a particular age group, residents in a certain area, certain types of people such as single parents etc. We also ask for further information in Section 3 so make sure the two answers tie up.

What would you like to do with the grant? What opportunities will this create? Please describe your project or activity.

This is where we ask you to tell us about what you need the money for. Please describe the activities that you plan to deliver, including specifics about the number of sessions, over what period, and how long each session is.

If your budget includes capital equipment, you will need to tell us what you want to buy and what benefit it will have i.e. what you will use it for.

Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this.

Here we would like you to provide details of any consultation you have done with this target group, or any research you have done, formally or informally that tells you that this group of people want to participate in your project. You can also provide statistics and quotes if you wish.

Is this new work?

Please check this box if the work proposed is new for your organisation. If you are applying to continue existing work please leave this blank.

Please outline the benefits and outcomes you expect to achieve as a result of the funding

What are the benefits or outcomes of your project? An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Please provide outcomes for beneficiaries, and also consider outcomes for your organisation, partner organisations, and the area. Outcomes begin with 'change' words such as *'improve'*, or *'reduce'*. Words like *'provide'* and *'deliver'* are for objectives, not outcomes, because they refer to the activity that you will be undertaking rather than the change that you want to make.

Examples of outcomes for beneficiaries include:

- improved mental and health wellbeing
- increased confidence and self-esteem
- improved skills and knowledge

Examples of outcomes for your organisation might include:

- improved governance
- improving the quality of service delivery
- expansion of service provision
- increased skills amongst staff and volunteers

Examples of outcomes for the DCT area might include:

- greater community cohesion
- increased opportunities for networking across the DCT area
- improved coordination of activities
- increased knowledge and awareness of young people's issues

It's likely you'll have a number of benefits or changes that you're aiming for – a list is preferable to narrative text.

Please explain how you will collate, measure and report the benefits you describe in the question above.

Please explain how you plan to track and measure the change that you hope to achieve through your project. You might plan to have informal discussions with staff or participants, ask staff to complete questionnaires, or gather people together in one place to feedback on the project. Using a variety of methods will enable you to gather detailed and rich information that will help you to know how well your project is doing. All the information you collate should therefore enable you to report on your progress towards achieving your outcomes, so make sure that for everything you want to measure you have a method of gathering information as evidence. Monitoring and evaluation should be an ongoing process that you undertake regularly throughout the lifetime of the project, not just at the end. If you are successful in securing a grant you will be required to provide an end-of-grant monitoring report. We will give you a copy of this report at the beginning of the grant so that you know what information you need to collate.

Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.

This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. We are particularly interested in any experience you have of delivering projects within the DCT area. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact.

A strong answer will include clear evidence of the outcomes and success that your previous work has had. For example: for a project working with NEET young people (those Not in Education, Employment or Training) – "In the last year 30 out of 50 beneficiaries have gone back into full time education, 95% of beneficiaries reported an increase in confidence, etc..."

How do you see this project / activity progressing after this funding comes to an end?

Some activities we fund will be one-off projects that don't ever take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may also be asking for funding to support work you have been doing for several years. All of these activities are eligible, just tell us more here. Evidence may be required e.g. photographs, comments and views of people involved in the activity. If you plan to continue the project after the lifetime of this grant please tell us how it would be funded.

Please tell us about local networks or partnerships your group is involved in, and in particular if you are working in partnership with local organisations to deliver this particular project (formally or informally)

Tell us about any partnerships that you are involved in - especially if they are part of the delivery of your project. We are particularly interested in any partner organisations that are based within the DCT area.

Section 3: Impact

In this section we want you to think about the long-term impact that this funding will have on your organisation's beneficiaries rather than the immediate internal impact for your organisation.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.

- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

When applying you have to choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

We have written a guide and helpful tool on how to choose the outcomes and indicators – Please see appendix A for details.

To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers
6. Then repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers

How many people will benefit from this grant?

Please estimate how many people will benefit from any changes to your organisation which as a result of this funding, throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

Please note this is the total number of beneficiaries supported by your organisation and its activities, and should not include staff or volunteers unless volunteers are also beneficiaries.

Percentage of beneficiaries that live, work or study within the DCT area

We ask for a minimum of 75% of beneficiaries to be from within the DCT area, but the higher the better. We understand that it is difficult to turn away people from outside the area, however we expect you to have a clear plan for how you will engage with residents, for example through

targeted publicity, or by taking referrals from partner organisations within the area. Do not put a ‘%’ sign into this box, it will only accept numbers.

Beneficiaries

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation who are victims of crime, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the drop down list, please select one **ethnic** group that best reflects **the majority** of the users of your organisation who are victims of crime and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be. Again, this doesn't have to be 100% accurate, you're just giving an indication.

Issues addressed

We are interested in the **Issues** that will be addressed by this grant. From the drop down list **the primary** issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

The issue is the problem or need your work with victims of crime addresses and not the activity you are undertaking.

Age group

Finally we would be interested in knowing which **Age groups** would benefit from this grant. Please enter in the text box / dropdown the age group that represents **the majority** of the beneficiaries of your organisation who are victims of crime. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4 – Project budget and additional information

Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

What is the total cost of the project?

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year? If you are asking us to contribute towards a project or activity, what are the total costs? Do not put a ‘£’ sign or a comma into this box, it will only accept numbers.

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already? Do not put a ‘£’ sign or a comma into this box, it will only accept numbers.

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us. Do not put a ‘£’ sign or a comma into this box, it will only accept numbers.

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, volunteer costs etc.) are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include. Do not put a '£' signs or commas into the boxes asking for the amount, they will only accept numbers.

There are two cost boxes, one for the **total project cost for that type of cost** and one for the **amounts you are applying to us under that cost heading**.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs so that we have enough information to understand how you have calculated your overall costs. For example: *Youth worker @ £10 p/h x 2 hrs/wk x 12 weeks = £240*

Note for volunteer expenses - Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

Declaration

Please read each statement carefully a check the box if you agree with the statement. Please confirm your name and role.

How did you find the application form?

Please let us know how you found the application form to complete. We are testing a new application process. Any feedback you have on how you found the new form will help us to improve it for future applicants.

Supporting Documents

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules);
- A copy of your most recent annual accounts or a spending plan (if you are a new group please provide a recent bank statement);
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one);
- A list of the names and home addresses of your management committee – your application will be ineligible without this.

If, for any reason, you are not able to provide one of the required document please upload a document explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:
e.g. The Music House – Safeguarding Policy

If you have been awarded a grant from The London Community Foundation within the past two years we will have your organisational documents on file. Please upload a document that explains this, and if possible, provide the grant reference number, which you will find at the top of the grant offer letter. Please note you will still need to upload your most recent accounts.

When you have completed your application

Once you have completed the form please ensure you click on the ‘Submit’ button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it.

If you have not completed all of the required fields you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

If you’re still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email info@londoncf.org.uk.

Appendix A

IMPACT ASSESSMENT

A guide on how to choose the outcomes and indicators for your application

The London Community Foundation's vision is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in the city, leading the way in social action and philanthropic activity. **Our mission** is to make a difference to the lives of Londoners by connecting people who need help with those who are willing to give. We are dedicated to improving the lives of London's most disadvantaged. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
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- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

There is a lot of information about impact assessment and the outcomes approach to project evaluation. You may find the following websites helpful:

<http://www.ces-vol.org.uk/>

<http://www.evaluation.org.uk/>

<http://mande.co.uk/>

<http://network.youthmusic.org.uk/learning/youth-music-evaluation-builder>

There are a number outcomes – or changes – we want to measure for each theme, and a series of indicators to show evidence of change in a measurable way. When you apply for a grant you will need to choose the theme, outcomes and indicators that you will report against, once you have completed your project.

What do we mean by:

An **Outcome?**

Outcomes are the changes, benefits, learning and other effects that you can attribute to your projects activities they`re the difference your project makes (CES, 2005)

An **Indicator?**

Indicators are the evidence you collect to show your progress in achieving the outcomes of your work. They may be about the number of people who have achieved something or feel different.

Collecting evidence.

In order to provide the numbers etc. for your report it is best to plan before you start the project how you will collect the evidence. You could consider taking registers of people who attend for example a training course, carry out interviews, and provide questionnaires for people to complete.

Monitoring and Evaluation

When your funding comes to an end you will have to complete an online monitoring report in which you will have to tell us about how well you did in achieving your chosen outcomes and indicators. It's therefore very important for you to plan how you will collect the evidence to support your report. If you are successful in getting your work funded we will send you details of the reporting requirements with the offer letter.

Why do we ask you to report?

Simply, we would like to know how the project has gone including what worked and what didn't. The report is both beneficial for you and us, The London Community Foundation.

What does The London Community Foundation use the information for?

We require monitoring for various reasons. Firstly we have a responsibility to ensure grants are used properly to deliver high-quality projects that achieve relevant outcomes.

The London Community Foundation takes pride in gathering evidence from the information reported that allows us to make informed decisions when developing future funding programmes. By deciphering results we obtain from your monitoring we have the ability to identify gaps in provision and develop our knowledge about different types of work and the impact they're capable of having, building our expertise as grant maker. We're also able to tell the story of your work to other potential donors.

We use this **impact assessment framework** to collate relevant outcomes and indicators enabling us to evidence the positive difference the groups we have funded are making.

How will the report help you?

The report will allow for you to develop your practice from reflecting on work carried out. As an organisation your monitoring will act as evidence amplifying your ability to deliver a project effectively and efficiently for prospective funders, investors, etc. Your monitoring report has the ability to generally feed into the improvement of your organisation. It's down to you as to how much you put into your process of monitoring and evaluating and subsequently how much you benefit from it.

What is the difference between monitoring and evaluation?

Monitoring

Monitoring is about collecting information that will help you answer questions about your project. It is important that this information is collected in a planned, organised and routine way. You can use the information you gather to report on your project and to help you evaluate' (Charities Evaluation Services).

Monitoring is an on-going task that would have already started at the planning stages of a project. You would have collected key information on a variety of things relating to your project. Before you started the project you chose various outcomes and indicators to measure your work against – these are what you have to monitor your work against.

Monitoring allows results, procedures and practices to be recorded and eventually acts as a catalyst to direct, develop and learn. The information obtained from monitoring is then used for evaluation purposes.

Evaluation

'Evaluation is about using monitoring and other information you collect to make judgements about your project. It is also about using the information to make changes and improvements' (Charities Evaluation Service).

A good evaluation should be an objective assessment. The evaluation is in essence an appraisal of your findings, looking into themes as such relevancy, effectiveness, efficiency, impact and sustainability.

Applying for Funding

When applying you will have to choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

In order to choose the theme that best fits your project we would advise that you read through the whole list first and pick the outcomes that best reflect what you are hoping to achieve. Once you have picked those outcomes, you can work upwards to find a theme and sideways to identify indicators. It is very possible that your project may fit into more than one theme, but choose the one with the best outcomes for the specific work funded by this grant. You will need to give us realistic target numbers for each of the indicators you have chosen. Please make these a best guess and do not overestimate the numbers you might achieve – be honest with us! High numbers will not help in the assessment process when we come back and question you on them. We need to believe that they are achievable.

Remember if you have any questions on this or need help with the application form please call us on 020 7582 5117 or email applications@londoncf.org.uk

To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers
6. Then repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers

EXAMPLE OF COMPLETED FORM

Outcome	Select	Indicator	Select	Target Number
IMPACT THEME		Improve people's life skills, employability and enterprise		
Improve economic wellbeing	X	Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project	X	5
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project	X	20
		Number of volunteer opportunities as a result of the project		
Increase employability		Number of work placement/experience opportunities available as a result of the project	X	10
		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
Increase enterprise		Number of people who started on the path to employability as a result of the project		
		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
Increase in beneficiary training, education,	X	Number of social entrepreneurs created from the project		
		Number of people coming off work related benefits		
		Number of people who attended training as part of the project	X	50
		Number of people who attended training for the first time as part of the project	X	10
		Number of people who gain new skills as part of the project		

accreditation and employment		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project	X	10
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		

Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project	X	5
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations	X	50
		Number of new partnerships established as a result of the project	X	3

Improve the community working together		Number of new volunteers as a result of the project	X	10
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project	X	10
		Number of people who participated in community activities for the first time as part of the project	X	20
		Number of people who report feeling more informed about what's happening in their area		

Outcome	Select	Indicator	Select	Target Number
IMPACT THEME		Improve people's life skills, employability and enterprise		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
Increase employability		Number of work placement/experience opportunities available as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
Increase enterprise		Number of people who started on the path to employability as a result of the project		
		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
Increase in beneficiary training, education,		Number of social entrepreneurs created from the project		
		Number of people coming off work related benefits		
		Number of people who attended training as part of the project		
		Number of people who attended training for the first time as part of the project		
		Number of people who gain new skills as part of the project		

accreditation and employment		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		

IMPACT THEME		Maximise people's ability to strengthen community cohesion and build social capacity		
Improve community cohesion		Number of hours of community activity provided as part of the project		
		Number of people who participated in community activities for the first time as a result of the project		
		Number of people who participated in community activities as a result of the project		
Improve the community working together		Number of new volunteers as a result of the project		
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		
Improved community facilities		Number of people who report feeling more informed about what's happening in their area		
		Number of people who have used the new/improved community facilities		
Increase in leadership skills and voice		Number of people who reported that the community facilities were improved as a result of the project		
		Number of people who feel they have increased voice or ability to influence		
Strengthen organisations		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project		
		Number of hours spent on employee/volunteer training and skills		
Support vulnerable and disadvantaged people		Number of hours spent on strategic development within organisations		
		Number of new partnerships established as a result of the project		
		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
	Number of people accessing support services for the first time as a result of the project			
	Number of people achieving independent living/no longer requiring support as a result of the project			

IMPACT THEME		Promote reduction of isolation and disadvantage and access to services		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Promote human rights and equality		Number of new people accessing support services following discrimination or unfair treatment		
		Number of people accessing advice and/or guidance services as a result of the project		
		Number of people accessing advice and/or guidance services for the first time as a result of the project		
		Number of people accessing support as a result of the project		
		Number of people accessing support for the first time as a result of the project		
		Number of people accessing support services following discrimination or unfair treatment		
		Number of people achieving independent living/no longer requiring support as a result of the project		
		Number of people who participated in community activities as part of the project		
Reduce isolation		Number of people who participated in community activities for the first time as part of the project		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people attending regular social activities as part of the project		
	Number of people who participated in community activities as part of the project			
	Number of people who participated in community activities for the first time as part of the project			

Support vulnerable and disadvantaged people		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people achieving independent living/no longer requiring support as a result of the project		

IMPACT THEME		Advance people's physical and mental health, wellbeing and safety.		
Improve health (physical/mental/ emotional)		Number of activities promoting healthy lifestyles (e.g. healthy eating, smoking cessation etc.)		
		Number of additional hours of sport, exercise and leisure activities currently provided by the project		
		Number of hours of sport, exercise and leisure activities currently provided by the project		
		Number of people who participated in sport, exercise and leisure activities		
		Number of people who reported an engagement or re-engagement with education, training or employment as a result of the project		
		Number of people who reported an engagement or re-engagement with social networks, support groups as a result of the project		
		Number of people who reported improved physical/ mental/ emotional health		
Increase access to sport, exercise and leisure activities		Number of additional hours of sport, exercise & leisure activities currently provided by the project		
		Number of existing activities available as part of the project		
		Number of groups providing health related activities		
		Number of hours of sport, exercise & leisure activities currently provided by the project		
		Number of new activities available as part of the project		
		Number of new people taking part in sport, exercise and leisure activities as part of the project		
Promote safer communities		Number of people taking part in sport, exercise and leisure activities as part of the project		
		Number of new people who reported that they felt safer in their communities as a result of the project		
		Number of people who reported that they felt safer in their communities as a result of the project		
Reduce crime, violence and anti- social behaviour		Number of people being supported as victims of anti-social behaviour or crime as a result of the project		
		Number of addicts in treatment as a result of the project		
		Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour		
		Number of new recorded addicts as a result of the project		
		Number of people taking part in a project/programme designed to divert them away from anti-social behaviour		
		Number of people who took part in a project/programme and had not re-offended within a period of 3 months		
	Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them			

		away from abusive behaviour		
		Number of young people who took part in a project/programme and had not re-offended within a period of 3 months		
Reduce substance misuse and addictions		Number of addicts in treatment as a result of the project		
		Number of new recorded addicts as a result of the project		
		Number of people accessing support services for addiction		

IMPACT THEME		Connect people with the arts culture and heritage		
Increase opportunities for public to engage with culture and heritage		Number of memberships of local heritage organisations		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
		Number of projects that promote engagement with culture and heritage		
		Numbers in audiences		
Preserve local heritage		Number of buildings saved		
		Number of memberships of local heritage organisations		
		Number of oral history recordings made		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
Promote opportunities for creativity		Number of preservation and heritage projects completed		
		Number of projects that promote creativity		
		Number of new people participating in projects that promotes creativity as part of the project		
		Number of people participating in projects that promotes creativity as part of the project		
		Number of people taking part in arts activities as part of the project		
		Number of people taking part in arts activities for the first time as part of the project		
		Number of people with disabilities who accessed arts activities		
		Number of people with disabilities who accessed arts activities for the first time as a result of the project		
		Number of people working in arts, culture and heritage for the first time		
	Number of young people who accessed arts activities			
	Number of young people who accessed arts activities for the first time as a result of the project			

IMPACT THEME		Transform people's access to, and engagement with their environment.		
Improve quality of local environment and public space		Number of allotments		
		Number of environmental improved schemes or services created		
		Number of new allotments		
		Number of new community facilities created		
		Number of new people engaged with gardening		
		Number of new people using public/community transport		
		Number of new volunteers taking care of local public spaces as part of the project		
		Number of people engaged with gardening		
		Number of people using local public space as a result of the project		
		Number of people using local public space for the first time as a result of the project		
		Number of people using public/community transport		
		Number of people with an increased understanding of the environment		
		Number of volunteers taking care of local public spaces as part of the project		
Increase biodiversity		Number of local wildlife protection schemes		
		Number of new habitats created		
		Number of orchard and green space schemes		
		Number of people engaged with regular volunteering as part of the project		
		Number of new people engaged with regular volunteering as part of the project		
		Number of trees planted		
Reduce carbon footprint (i.e. waste, emissions, energy)		Number of car journeys eliminated		
		Number of composting schemes		
		Number of groups/projects campaigning on environmental issues		
		Number of households participating in environmental projects		
		Number of increased services and facilities accessible by public transport, walking or cycling		
		Number of new composting schemes		
		Number of new households participating in environmental projects		
		Number of new low energy community facilities		

		Number of new people using public/community transport		
		Number of people reporting a reduction in car use		
		Number of people using public/community transport		
		Number of tonnes of waste diverted from landfill		
		Number of units of energy saved		
		Number of groups/projects operating environmental policies		