Mid Year Monitoring Form

Submit Form

2012/2013

Mid Year Monitoring

Name of organisation	

Harrow COUNCIL LONDON

Mid-year Monitoring Form Guidance notes

You have been sent the Mid-year Monitoring Form because your organisation has received funding during 2012/13 from Harrow Council. Please provide the information for the funding period 1st April to 30th September 2012. Please complete all sections of the form including the appendices for each project funded by Harrow Council. The maximum number of characters that can be typed in to each response box is shown for each question. A character is a letter, a number, a punctuation mark or a space.

The form should be completed electronically on a computer (Mac users may experience some difficulties using this form. Please contact the Grants Team for assistance). The Adobe Reader software for opening and entering information that can be downloaded at no charge from http://get.adobe.com/uk/reader.

You should provide your information on the monitoring form **only**. If additional information is required this will be requested from you.

Please return your completed monitoring form by email to jointmonitoringform@harrow.gov.uk or by post to:

Joint Monitoring
Harrow Council
Room 152, Civic Centre
Station Road,
Harrow HA1 2XF

Completed forms should be returned by: **12pm on Monday 12th November 2012**.

It is a condition of your funding agreement that you provide monitoring information when requested and failure to do so could affect any future payments that are made to your organisation. If your monitoring form is not completed and returned by this date this will be recorded and could affect future funding decisions.

If you have any queries regarding the completion of this form please email: jointmonitoringform@harrow.gov.uk. Alternatively contact the relevant monitoring officer from the list below:

Children's Services; Audrey Salmon on Childrens.commissioning@harrow.gov.uk or 020 8416 8629
Community, Health and Wellbeing (Adults and Housing); Cathie Moore on Cathie.moore@harrow.gov.uk or 020 8424 1796
Community, Health and Wellbeing (Main Grants Programme); Michelle Moran on grants.grants@harrow.gov.uk or 020 8736 6291

Please note the information you provide will be shared across Council departments. If your project is funded by the Main Grants Programme the information you provide will be shared with members of the Grants Advisory Panel.

List of projects funded by Harrow Council

Please add information about any projects/activity funded by Harrow Council in 2012-2013. *Please provide date in the format as DD/MM/YYYY.*

Department's Name		Project Name	Amount £	Length of funding	End Date	Is your project run by volunteers	No. of volunteers	No. of volunteer hours per week	Is your project run by paid staff	No. of staff	No. of staff hours per week
1.	Other					Yes			Yes		
2.	Other					Yes			Yes		
3.	Other					Yes			Yes		
4.	Other					Yes			Yes		
5.	Other					Yes			Yes		
6.	Other					Yes			Yes		
7.	Other					Yes			Yes		
8.	Other					Yes			Yes		
9.	Other					Yes			Yes		
10.	Other					Yes			Yes		
11.	Other					Yes			Yes		
12.	Other					Yes			Yes		
13.	Other					Yes			Yes		
14.	Other					Yes			Yes		
		Total	£0.00								

Please list any other funding you receive from external bodies for these projects.

Funding Body		Project Name	Amount
1.			
2.			
3.			
4.			
5.			
		Total	***£0.00***

1. Organisation Contact Details

Have your organisation contact details changed?

If the contact details have changed, please enter the correct details below.

Name of organisation	
Organisation address	
Post code:	
Telephone	
Website:	
New Contact Person details	
Name	
Position in organisation	
Telephone	
Email address:	

2. About your organisation

2.1 If the information you provided previously about your organisation's aims and objectives has changed, please enter your correct details below with no more than 2500 characters

3. Governance and Management Structure

3.1 Please describe the governance and management structure of your organisation. Please include information on any changes or potential changes to your organisation's governance or management structure. Please use no more than 3000 characters.

Please provide answers to the following questions. Please use no more than 3000 characters for each question.

4. Overall progress on projects/activities

4.1 Please tell us about any aspects of your projects/activities which have gone particularly well.

4.2 Did you encounter any unexpected problems or issues during the period, and how did you deal with them?

4.3 Please describe any accreditation awarded (with reference numbers and renewal dates where applicable) or other achievements during the period.

4.4 Is there anything else you wish to tell us about the progress of your projects/activities during this period?

5. Policies/Procedures checklist

Please confirm the following.

All policies should be made available for inspection to the Council.

Please provide date in the format as DD/MM/YYYY.

	When last updated?	Review date	Has policy been provided	Please explain how the policy/procedure is implemented for the projects funded by Harrow Council Please provide a brief description with no more than 2000 characters for each
Equal opportunity policy			Not Applicable	
Finance policy and procedures			Not Applicable	
Health and safety policies			Not Applicable	

	When last updated?	Review date	Has policy been provided	Please explain how the policy/procedure is implemented for the projects funded by Harrow Council Please provide a brief description with no more than 2000 characters for each
Risk assessment procedures			Not Applicable	
Relevant insurance certificates			Not Applicable	
Child protection policy (if applicable)			Not Applicable	
Adults at risk of harm policy (if applicable)			Not Applicable	

	When last updated?	Review date	Has policy been provided	Please explain how the policy/procedure is implemented for the projects funded by Harrow Council Please provide a brief description with no more than 2000 characters for each
CRB checks for relevant staff/ volunteers (if applicable)			Not Applicable	
Employment policies			Not Applicable	
Volunteers' policy			Not Applicable	
Complaints policy			Not Applicable	

	When last updated?	Review date	Has policy been provided	Please explain how the policy/procedure is implemented for the projects funded by Harrow Council Please provide a brief description with no more than 2000 characters for each
Whistle-blowing Policy			Not Applicable	
Confidentiality policy			Not Applicable	

6. Service and expenditure update

A separate Appendix A, B and C should be completed for each funded project

APPENDIX A – Cost of Project/Activity update

Please complete appendix A to give us an overview of the project or activities financial position at 30th September 2012.

APPENDIX B – Service Update

Please complete with reference to your Service Level Agreement. For assistance please contact the relevant monitoring officer listed in the Guidance Notes at the beginning of this form. For each project/activity provide an overview of the progress against the outcomes/targets agreed in your Service Level Agreement.

APPENDIX C – Equal Opportunities monitoring

Please enter the total number of people (beneficiaries) who benefited from the project/activity during the period. Please enter the actual number of people who benefited in each category. If this information has not been collected please explain why and/or how you monitor your beneficiaries.

7 DECLARATION

I declare that to the best of my knowledge, this form has been completed correctly. I declare that the funds made available by Harrow Council have been used only for the purposes set out in the Service Level Agreement for 2012/2013 and that I have complied with any conditions imposed by Harrow Council on the payment of the funding.

Name: **(in capitals)**		**Position in Organisation:**	

The Mid-year self-assessment form must be signed by a person holding a senior position of responsibility within the organisation.

Signature:		**Date:**	

To insert an electronic signature please click in the box and follow the instructions on the screen.

If you are unable to insert an electronic signature please return one copy of the form by email and one signed hard copy.

Please complete the Monitoring Self-Assessment Form and return it
No later than 12 noon, 12th November 2012
Where it is not possible to submit all the required information, please provide an explanation.
Forms should be returned by email to:

jointmonitoringform@harrow.gov.uk

or by post to

Mid-year Monitoring
Harrow Council, Civic 1 Room 152, Civic Centre, Station Road, Harrow. HA1 2XF

APPENDIX A - Cost of Project/Activity expenditure update

Complete one for each project/activity

Name of funding department	Other
Organisation Name	
Name of funded project/ activity	

Please complete the table below as follows: Describe each item of expenditure in 'Item Description'; enter the number (i.e. Quantity) for each item; and the cost of each item (i.e. Unit Cost), the 'Total Cost' will be worked out automatically. Please state how much of the total cost of each item is funded by Harrow Council and the expenditure to date. The 'Balance' will calculate automatically.

If you wish to change a figure once entered, you must delete the original figure, come out of the text box and then enter the amended figure so that the total is calculated correctly.

Project/Activity Expenditure Update							
Expenditure Categories	**Item Description**	(A) **Quantity**	(B) **Unit Cost (£)**	(AxB) **Total Costs (£)**	(C) **Funding from Harrow Council (£)**	(D) **Spend to 30 Sept 2012 (£)**	(C-D) **Balance (£)**
Staffing Cost				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
Volunteers Costs				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
Overheads *(e.g. Utility bills/ maintenances/ repairs)*				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
Legal and professional fees *(e.g. insurance)*				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
Venue				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
Project Costs *(e.g. materials/ stationery/printing/ refreshment)*				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
Other Expenses				£0.00			£0.00
				£0.00			£0.00
				£0.00			£0.00
	Sub Total			£0.00	£0.00	£0.00	£0.00
	Total			£0.00	£0.00	£0.00	£0.00

If you are predicting an over or under-spend for this project please explain, in no more than 2500 characters, what steps you are taking to manage this?

APPENDIX B - Service Update

Name of funding department	Other
Organisation Name	
Name of funded project/ activity	

Please provide a brief description with no more than 4000 characters how your project/activity has met the outcomes and outputs agreed in the Service Level Agreement. If you require further guidance please contact the relevant monitoring officer *(see Guidance notes)*.

APPENDIX C – Equal Opportunities Monitoring
Who benefited from the Project/Activity?

Name of funding department	Other
Organisation Name	
Name of funded project/ activity	

C1 Has the following information been collected about your project/activity beneficiaries?

If Yes, please complete Question AC2 as fully as possible.

If No, please go to Question AC3.

C2 Please enter the number of people benefiting in each of the following categories (*the sub-totals and totals will calculate automatically*):

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh		**Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh**		**White**	
0	Bangladeshi	0	Chinese	0	British
0	Pakistani	Other Chinese background *Please specify below*		0	English
0	Indian	0		0	Irish
Other Asian background *Please specify below*		0	***Sub-Total***	0	Scottish
0		**Mixed**		0	Welsh
0	***Sub-Total***	0	White and Black African	Other White background *Please specify below*	
Black, Black British, Black English, Black Scottish or Black Welsh		0	White and Black Caribbean	0	
0	African	Other Mixed background *Please specify below*		0	***Sub-Total***
0	Caribbean	0		**Other Ethnic Groups** Please specify below	
Other Black background *Please specify below*		0	***Sub-Total***	0	
0		**Not known**		0	
0		0		0	
0		0		0	
0	***Sub-Total***	0	***Sub-Total***	0	***Sub-Total***
				Total	0

Please enter the number of people from the following groups that have benefited from your project/activity? *The totals will calculate automatically.*

Gender:				**Total**	0
Male	0	Female	0	Transgender	0

Age				**Total**	0		
Under 5's	5 - 16	17 - 25	26 - 35	36 - 45	46 - 55	56 - 65	65+
0	0	0	0	0	0	0	0

Disabled:				**Total**	0
Please select on the right to indicate whether of not any of your beneficiaries have disabilities		Carers	0	Older people	0
Learning Disabilities	0	Mental Health	0	Physical Disabilities	0

Faith Group					**Total**	0			
Baha'i	Buddhism	Christianity	Hinduism	Islam	Jainism	Judaism	Sikhism	No religion	Prefer not to say
0	0	0	0	0	0	0	0	0	0

Any other religion or belief not listed above specify if you wish

C3 If this information has not been collected, please explain with no more than 1500 characters why and what other measures are in place to capture information about your beneficiaries.

C4 Is your project specifically targeting beneficiaries with any of the following protected characteristics described within the Equality Act 2010? *Please select no more than two.*

Age		**Race**	
Disability		**Religion or belief**	
Gender reassignment		**Sex**	
Pregnancy and maternity		**Sexual orientation**	
All		**Marriage/Civil Partnership**	

C5 Are there any groups that are not accessing the project/activity that should be? If so, please explain with no more than 2500 characters what measure you are taking to address this.