

PF MONITORING FORM

MISSION & MINISTRY TEAM

# Introduction

All successful applicants of the Philippians Fund must obey several key guidelines whilst spending the money and complete out a monitoring and evaluation form to be returned once the money has been spent. Please make sure you read this document very carefully prior to beginning your project and complete the appropriate paperwork as the project continues.

# Key guidance

Below are some key points of guidance to follow whilst spending the money.

* Philippians Fund money is for the project or piece of work/equipment that you described in your application. If for any reason the budget changes and you would like to use the money the fund has given on slightly different things, then please contact the PFA Team by e-mail or phone (see end of this document) and make a request. Please note the team may deny this request, especially if it is not for the same project that you originally applied;
* At the end of the report, once you have filled out this monitoring and evaluation form, you will be expected to include a photocopy of invoices and expenses, so make sure that you keep these when purchases are made. This is something you should be doing for your auditors anyway.

# Questionnaire Date………………………………………………….

Open Questions…
**Name of Mission & Ministry Team …………………………………………………………………………………….**

**Impact of the work:***Please describe the impact that your work has had on the mission and ministry of your Team*

*Is this the impact that you expected it to have? Have there been any unexpected impacts whether good or bad?*

*How many individual people has your project had an impact upon (estimate if necessary)? How has it had that impact?*

**Positives***What are the positives that you take away from your work with the project or resource that we helped fund?*

**Negatives***What didn’t work so well? What lessons have you taken away from your work with the project or resource? (This is so that we can support other churches running similar projects.)*

**Budget***Total Expenditure: ………………………………..*

*% of total provided by the Philippians Fund: ………………………………………….*

*Are all of the receipts for the work attached to this document? Y / N (If not then why not?)*

**The Future***What are your plans for the project moving forward and how do you plan on sustaining the work?*

Tick Box Questions
*These questions are to help us analyse the work we have done (tick as many boxes as apply)…*

**Which of the following groups have attended your project/activity?**

□ Children □ Young People □ NEET Young People □ The employed □ The unemployed
□ Parents □ Single Parents □ Retired People □ People who attend a Methodist Church
□ People who attend other Churches □ People who don’t go to church
□ People known to be of other faiths □ People with a disability □ People on benefits

**What age groups have attended your project/activity?**

□ 0-10 □ 10-20 □ 20-30 □ 30-40 □ 40-50 □ 50-60 □ 60-70 □ 70-80 □ 80-90
□ 90-100 □ 100+

**What genders have attended your project/activity?**

□ Male □ Female

**What ethnicities have attended your project/activity?**

□ White □ Mixed/Multiple Ethnic Groups □ Asian / Asian British
□ Black / African/ Caribbean / Black British □ Other Ethnic Group

# Closing Comments

Thank you for completing this monitoring form, we hope it hasn’t been too much like hard work. The information you give will be key in allowing us to use the money that we have effectively as well as giving us an idea of who is benefiting from the resources.

Contact details are below and if you have any further questions about the fund then please don’t hesitate to contact us.

**Once complete please send the form to Viv Jones at Carrs Lane Church Centre**

**email** finance@birminghammethodistcircuit.org.uk (postal address on header).

**First point of contact:**
Mal Glenn, Convenor of the Philippians Fund
 E-mail: philfund@birminghammethodistcircuit.org.uk

**Second point of contact:**Neil Johnson, Philippians Fund Team member and Circuit Superintendent Minister
Office: 0121 616 1800, E-mail: njohnson@birminghammethodistcircuit.org.uk