Local Community Support Grant Monitoring Form

Example of questions

Contact details

Name of organisation

Project Name (must match name on grant application form)

Name, role and email of person completing this form

Is there anyone else from your organisation you would like adding to our contact list

◯ Yes – box then pops up to add details in.

◯ No

Please state the details of current project lead (name, email, phone number)

Please state the address of where your group runs from

How often does your group meet? Please include the frequency, day(s) of the week, and start and finish times.

Please provide a brief overview of how the project operates on a typical day, including the main activities undertaken by participants.

Please specify how much it costs each group member to attend a session

Has your project changed since you last submitted monitoring (which was due on the 14th April 2026).

◯ Yes – box pops up to add the detail

◯ No

Are your details up to date on Connect to Support? If no please amend your entry using the suggest a change function on the directory (please email connecttosupport@bradford.gov.uk if you need any guidance) N.B You do not need a login to access your groups listing.

◯ Yes

◯ No -

What is the average number of people who attend your project each session?

How many new members have joined since 1st October 2025? (if none, put 0)

Personal Outcomes

For the following - Question 14 - 18, ensure the data reflects for the period you are reporting on (01/04/2026 - 30/09/2026). Please ask the group members the below questions and report the figures below.

Connected: How many members said they have made new friends since joining this group? i.e. feeling less lonely/socially isolated?

Active: How many members said they are more physically active since you joining this group? i.e. moving around more than they would if not in group.

Take Notice: How many members feel more positive and happier than they did before you joining this group?

Learning: How many members said they have learnt new things since you joining this group? i.e. new skill or gained knowledge

Feeling Valued: How many members said they feel more valued as a person since joining this group?

Project feedback

Please provide one brief good news story from the last six months based on a member whose life has improved as a direct result of attending your group (n.b the main aim of this grant is to reduce loneliness and isolation)

Please give details of any compliments the project has received in the last six months. If none please state.

Please give details of any complaints the project has received in the last six months. If none please state.

Governance

Please confirm if you have current Public Liability Insurance

◯ Yes

◯ No

Please confirm if you have current employer's liability insurance

◯ Yes

◯ No

Please confirm if your latest accounts have been submitted to the relevant governing body i.e. charity commission

◯ Yes

◯ No

Please confirm whether any relevant policies have been reviewed or updated during the last six months. If changes have been made, please send copies of the updated policies to the Contracts Team to ASCGrantsInbox@bradford.gov.uk

◯ Yes

◯ No

Are all staff and volunteers fully trained and up to date on safeguarding process and procedure?

◯ Yes

No

Please provide a breakdown of expenditure against the agreed budget for the last six months of the project, covering April 2026 to September 2026.

Is there anything else you would like to inform us about?