

What happens after Awards for All funding is awarded?

This bitesize resource is for voluntary and community sector organisations who have successfully applied to Awards for All funding and would like support on managing, monitoring and evaluating the use of the grant.

Not yet applied to Awards for all?

For guidance on apply to this fund please see the bitesize resource '[Guide to writing Awards for All funding bids](#)' on the VAR website.

Successful applicants

If your application is successful, you will receive confirmation from the funder. Then it is time to celebrate and start marketing your project. You may wish to use social media, word of mouth, post this on your website or in local newspapers.

The Big Lottery will make a press release and can on request support your platform by providing free plaques, balloons and big cheques. There is also a logo available from The Big Lottery what you can add to publications, this will help to not only promote your project by being funded by a reputable source but also support the positive platform of the funder in allowing people to understand the community benefit in playing the lottery.

When the funds arrive in your account, remember there are twelve months to spend your grant as per the application, any funds left un-spent must be returned to the funder.

As The Big Lottery have awarded the funds it is their duty to check information to ensure funds are being used as specified and that nothing unlawful is taking place. To find out what checks the funder may use please visit the website: <https://www.tnlcommunityfund.org.uk/funding/funding-guidance/information-checks>

Keeping track of your grant

You must keep track of your grant. The National Lottery will check your records before signing of the fund at the end of the twelve months. It is useful therefore at the very least to have a written policy in place and agreed by your managing committee to:

- **Monitor and record cash spending** while retaining receipts. Cash expenditures must have two people authorisation and not exceed £100 per transaction.
- **Have in place authorisation requirements** and appropriate signatories when signing and issuing cheques.
- Have authorisation process to make withdrawals e.g. with debit cards.
- Have authorisation in place when dealing with invoices.
- **Keep full financial records** as required by regulatory departments and your governing document.
- **Invoices and receipts must be kept** for 7 years after the grant has ended.

Right from the start of the project you will also need to prove the benefit or outcomes to the funder. This may also be useful for your own monitoring and evaluation requirements as an organisation. Proving outcomes can be done through having key performance indicators set in place:

- **Keep a record of the number of services** available, what they are, how often they are run, when they are run.
- **Keep a record of numbers attending** each session or taking up a service.
- **Record the impact** the sessions or service are having in the community i.e. is the aim you are trying to reach being met. E.g. one project aim may be to reduce isolation and loneliness in pensioners. The indicator here may be the level of interaction each pensioner has prior to sessions in comparison to the level of interaction the pensioner has as a result of being part of the project. Depending on your own project it is useful to tabulate aims and the outcome indicators to help you put the right type of monitoring in place to prove outcomes later. The indicators should be limited to key project aims and user friendly to allow the results to be easily reported.

- **Outputs and outcomes** are very different and the funder will wish to see evidence of both. The output is the level and types of service put in place for your project, where the outcome is what is achieved by the output to meet the aims of the project i.e. what difference or change has been achieved in the community. Keeping log books, cumulating feedback from those who see changes in beneficiaries in usual day to day life, service user questionnaires etcetera will help you gather the information you need.

Proof of outcome is very important. The monitoring needs to be truthful, accurate and evidencing the purpose you intended. As such designate the task of cumulating data to a capable and reliable person who understands why they are collecting the information and when to collect the information. Ensure data is kept secure and confidential.

It may be that the process brings new skills or ideas to your team. Should techniques be found that better your practices, then why not seek approval to add those to your policies and procedures?

Always be mindful of quality in your project. Using feedback, monitoring and any other sources of information, consider if the project needs to be reviewed at any stage and implement action to improve standards if required.

Evaluate the work you are doing, using all information collected:

- Is the project meeting the aims you have hoped for and what are any other impacts in the community? If the project is not having the desired result, then why?
- Is the way your project is running as per the objectives, has anything changed, and does the objective best suit the aims? If not, why not and how can this be improved?
- Are there any other unforeseen pieces of information from the evaluation? This may be information about how staff perform, how resources meet need, do any health and safety or risk factors need anything more in place to cover against reasonably predictable issues?

When the twelve months is over; use all of this information to produce a written report attaching evidence documents in line with the funder requirements. **Awards for All applications need to be signed off by the funder to show they agree the funds have been used as intended.** Should you not be able to prove use of the funds the funder will request the amount is paid back and report any perceived wrong doing to the authorities. Remember, you cannot re-apply to Awards for All until the funder has signed off the previous grant.

Think also about other ways to use evaluator information, it may be that your organisation structure has requirements such as an annual report. The evaluation should be included here.

Also remember an evaluation should be used. You may wish to consider:

- Utilising techniques for training purposes.
- Enhancing your platform on media such as radio, newspaper, your website and social media.
- Meetings or conferences may go better by offering evaluation results to prove your track record.
- Use the project as evidence should you apply for a quality mark such as PQASSO

Support

If you are a VCS organisation based in Rotherham and would like any support following an Awards for All application, please contact email: triage@varotherham.org.uk or telephone 01709 829821.

Website: <http://www.varotherham.org.uk/>

Alternatively you can contact the funder directly by email: general.enquiries@awardsforall.org.uk or call the advice team on 0345 4 10 20 30.

Or visit the website: www.biglotteryfund.org.uk

