**HS2 CEF/BLEF Monitoring and Evaluation Plan Template**

Your monitoring and evaluation plan should tell us how you will investigate and capture how all the secondary outcomes (e.g. improved health and wellbeing, increased community cohesion, enhanced education and training etc.) and project outputs (number of beneficiaries, new volunteer places, new education and training opportunities etc.) listed in your award agreement are being met. Please refer to your award agreement to ensure your plan is inline with your project outcomes.

You can use the template below to develop your own monitoring and evaluation plan. We have included some examples to help you complete this template. If you have your own framework, we will accept your monitoring and evaluation plan in another format.

For further information on how to develop a monitoring and evaluation plan, please visit The National Council for Voluntary Organisations (NCVO): <https://knowhow.ncvo.org.uk/how-to/how-to-develop-a-monitoring-and-evaluation-framework>

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| **Outcome** | **Indicator (what will be measured?)** | **Data and Feedback Collection****(How will data and feedback be collected?)** | **Frequency (How often will data and feedback be collected?)** | **Responsibility (Who will be responsible for collecting data and feedback?)**  |
| *Improved health & wellbeing* | * *The number of wellbeing activities delivered through the project.*
* *Beneficiaries of the project reporting improved health and wellbeing.*
 | * *How many wellbeing activities were delivered.*
* *Survey of participants at the beginning of the project to gauge levels of health and wellbeing. Same survey is repeated at the end of the project (or at intervals throughout the project if the project is over a number of years).*
 | *Annually/at the end of the project* | *Project Co-ordinator* |
| *Increase community cohesion* | * *The number of people attending community events.*
* *People reporting increased engagement within the community.*
 | * *Survey and questionnaire of community members to gauge levels of increased community cohesion.*
* *Informal discussions, written notes with visitors.*
 | *At each event* | *Staff delivering community activities will collect feedback and report it back to Project Co-ordinator.* |
| *Improved local environment* | * *Enhancement works delivered through the project.*
* *Square metres of open spaces improved*
* *Community feedback on improvement works.*
 | * *Metres of hedgerow planted.*
* *Square metres of open spaces improved.*
* *Feedback collected from community social media pages.*
 | *When capital works have been completed* | *Project Co-ordinator* |

**Organisation Name:**

**Project Name:**

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| **1** |   |   |   |   |
| **2** |   |   |   |   |
| **3** |   |   |   |   |
| **4** |   |   |   |   |