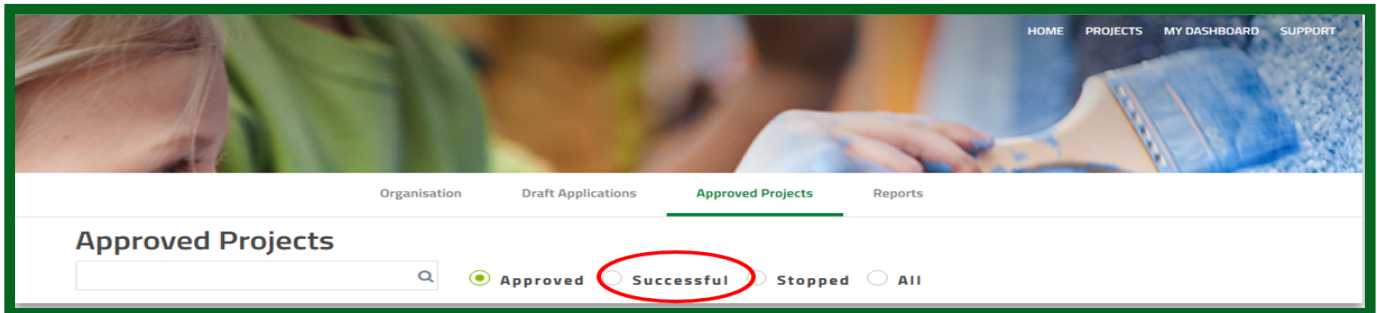


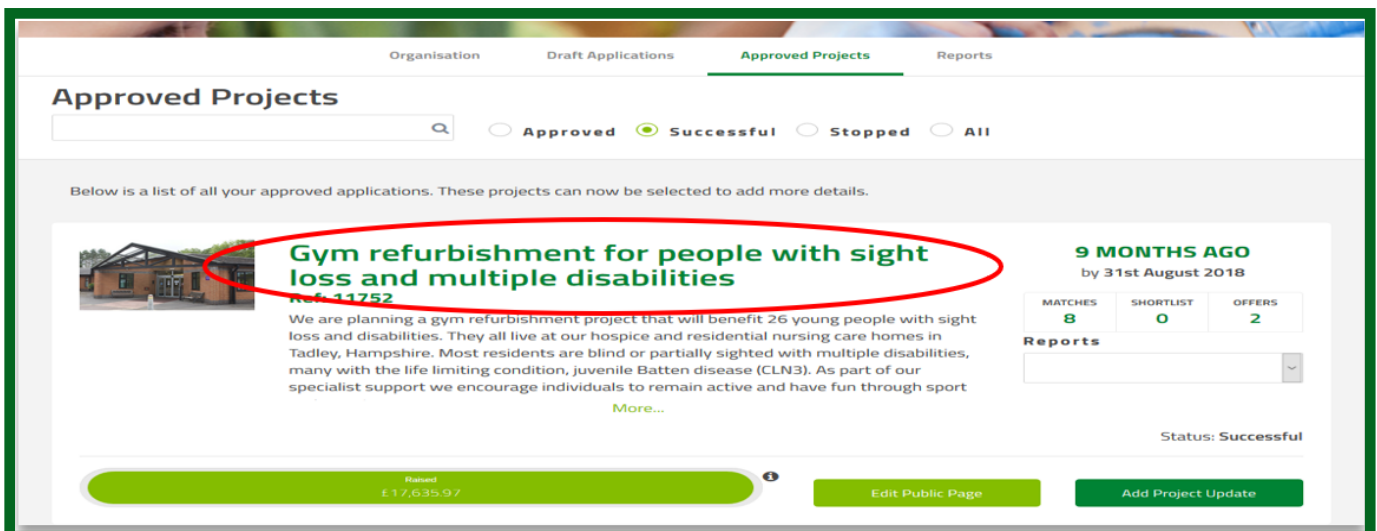
The Good Exchange 'How-To-Guide'

How to complete Monitoring and Evaluation with example

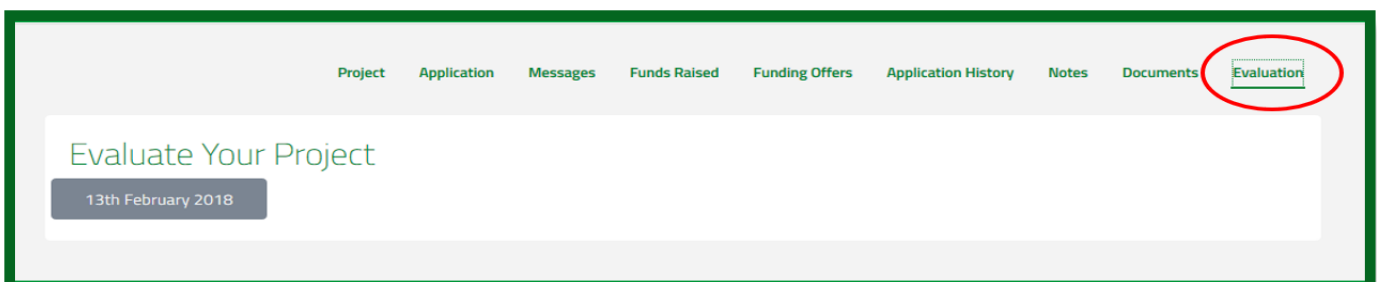
1. Log in to your account on The Good Exchange <https://app.thegoodexchange.com/login>
2. Go to My Dashboard > Approved Projects > Successful



3. Click on the Title of the project

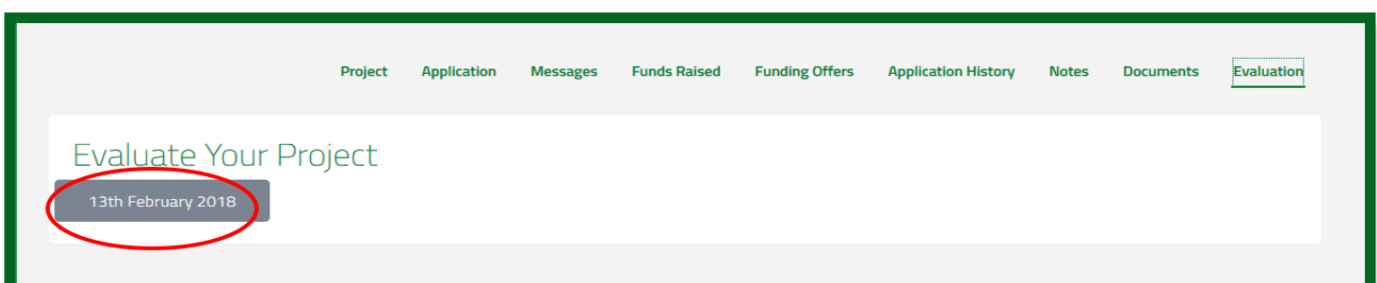


4. Click on Evaluation on the Menu Bar



You will see a grey button with a date or 'Deadline TBA' on it

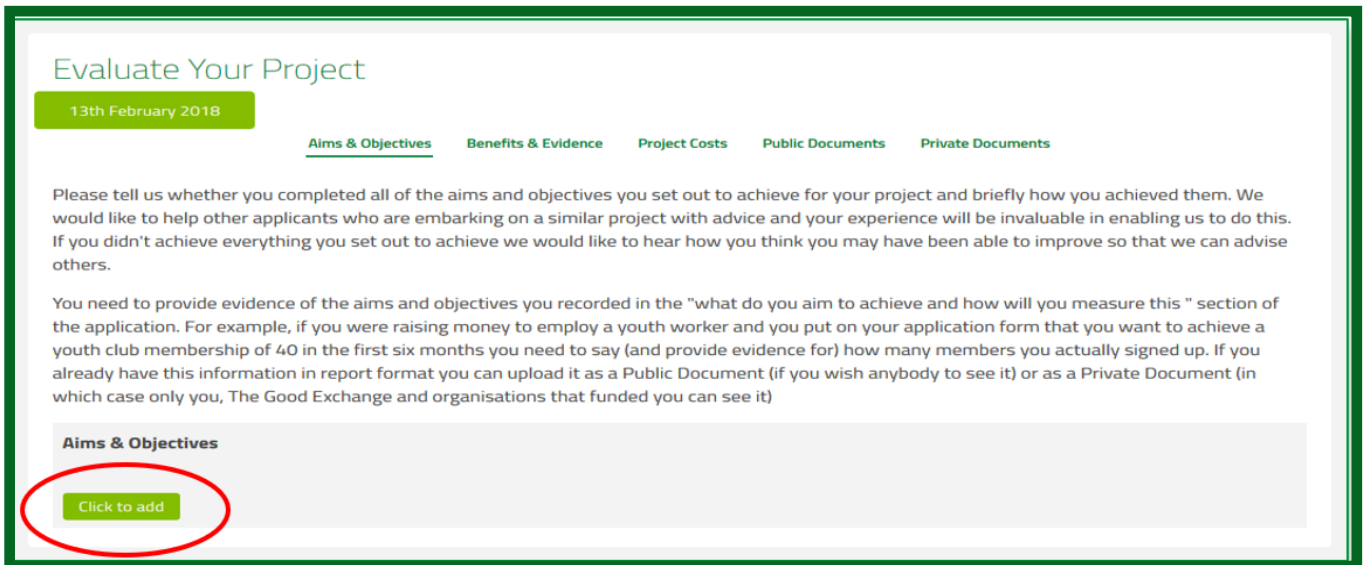
5. Click on the grey button to open the Evaluate Your Project screen



You will see 5 sections to complete:

Aims & Objectives **Benefits & Evidence** **Project Costs** **Public Documents** **Private Documents**

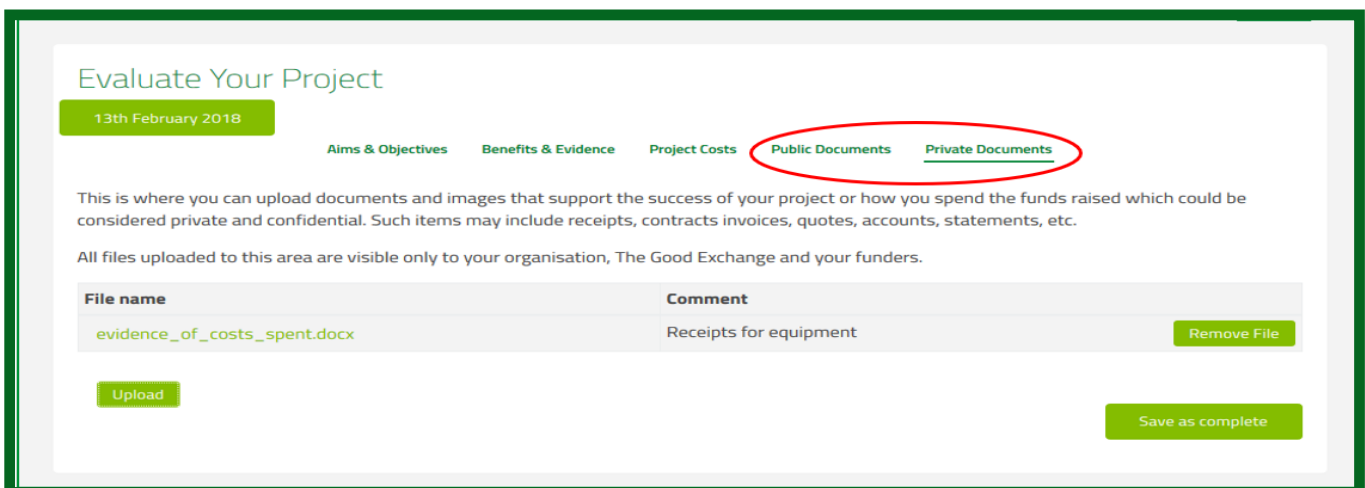
6. Click on the **Click to add** button to enter your organisation's details in each section



Note: There are 2 sections for uploading evidence (invoices, receipts, case studies etc) of how the funds have been spent. Make sure you upload documents to the appropriate section.

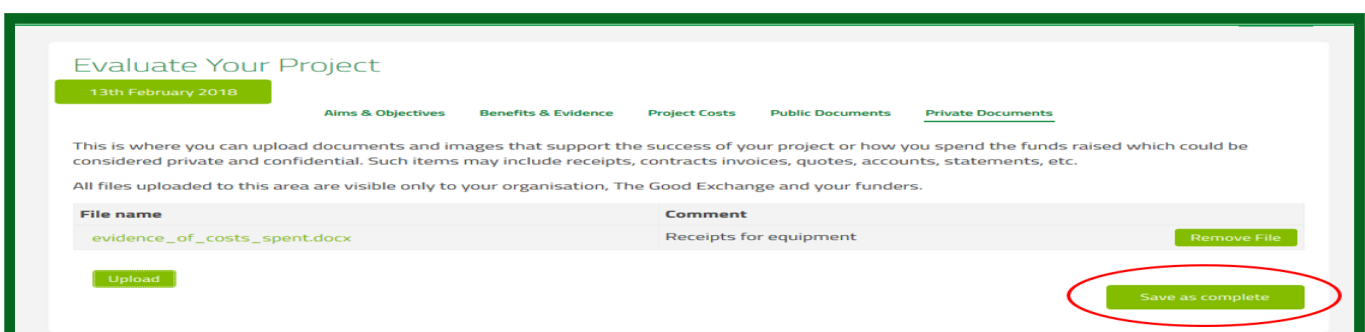
1. **Public documents that are visible to everyone**
2. **Private documents section will only be visible to registered funders.**

Reports can be completed and updated at any time during the lifetime of a project.




Note: After completing each individual section you must click on the Save as complete button before moving on to the next section.

This will ensure your reports are available for review by potential matching funders.



Example of a completed Monitoring and Evaluation Report



PALS West Berkshire (Partners for Active Leisure Scheme)

Ref: 11919
By PALS (West Berkshire)

PALS is a local charity that supports children and young people from the age of five to twenty five with physical disabilities. Since the charity started in 1997, we have helped hundreds of youngsters access leisure and recreational activities that would otherwise be unavailable to them. At the same time we are providing a respite service for the families, in the knowledge that their children are being well supported and having fun, while parents

[More...](#)

5 MONTHS AGO
by 21st December 2018

MATCHES	SHORTLIST	OFFERS
9	3	6

Reports

Raised

£24,044.42

100% Raised

Target £24,044

Project
Organisation
Application
Matching Criteria
Schemes
Funds Raised
Funding Offers
History
Messages
Notes
Documents

Evaluation

Project Evaluation

26th January 2019

Project Evaluation

26th January 2019

Aims & Objectives
Benefits & Evidence
Project Costs
Public Documents
Private Documents

We currently support forty local families. We offer an afterschool club for our younger members, which meets weekly, a fortnightly youth group for our older children and our young adults meet monthly. We also offer activities at the weekends and in the school holidays. We are seeking help with the running costs of our groups, to ensure that we can continue the important work that we do.

Over 2018, with the help of the funding received through The Good Exchange we have continued to work with all our families, providing a weekly afterschool group, a fortnightly youth group and a monthly meeting for our older members. We have also provided several hours of weekend and holiday activities, allowing parents some respite time knowing that their child is happy and safe in the care of PALS!

26th January 2019

Aims & Objectives
Benefits & Evidence
Project Costs
Public Documents
Private Documents

You planned to directly benefit 40 people

We have 27 families that have accessed our afterschool and youth groups sessions in 2018 and another ten young adults who are members of the 18+ group.

You planned to indirectly benefit 80 people

As we provide a service where the children/young people are left in our care, this gives regular opportunities for their families to go off and do everyday tasks that may otherwise be difficult, or even more importantly to spend time with other siblings, in the knowledge that their child is being well cared for and having fun. We have also offered on a few occasions throughout last year, places on our activities for siblings to join. So indirectly, we have benefitted over 80 people.

26th January 2019

[Aims & Objectives](#) [Benefits & Evidence](#) [Project Costs](#) [Public Documents](#) [Private Documents](#)

Item / Activity	Budgeted Cost	Actual Cost	Comment
Volunteer's expenses	£300.00	£172.50	This is under budget as two volunteers are yet to submit their expenses for 2018.
Activities/venue hire	£1,500.00	£2,000.61	This is over budget as we have held some amazing, but more expensive sessions in 2018. This does not include any low cost activities such as cooking and crafts.
Training	£1,000.00	£726.00	This is under budget as we haven't renewed our annual subscription for our on line training package. This will be done in Jan 19.
Staff salaries	£19,558.32	£20,456.48	We offered many activities over the year, hence slightly higher staffing costs and rates of pay were also increased.
Insurance	£565.60	£590.60	There was an increase on last year's annual renewal.

26th January 2019

[Aims & Objectives](#) [Benefits & Evidence](#) [Project Costs](#) [Public Documents](#) [Private Documents](#)

File name	Comment
Cam Mum day Mar 18.JPG	Photo from afterschool group
Jake Games night Mar 18.JPG	Photo from youth group session
lantern adam dec 18.JPG	Lantern making session
18+ gp Top Treats May 18.JPG	Freakshake party
DP Chloe climbing aug 18.JPG	Climbing day
PGL Oattie and carers Crate stacking Aug 18.jpg	PGL day activity
Science night Owen volcano Nov 18.JPG	Science night session
Drama louise and Owen Nov 18.JPG	Drama session

26th January 2019

[Aims & Objectives](#) [Benefits & Evidence](#) [Project Costs](#) [Public Documents](#) [Private Documents](#)

File name	Comment
Venue YG Jan 18.JPG	Invoice for venue hire Youth group Jan 18
Training 1st Aid page 1 .JPG	Invoice for first aid training page 1
Act Panto .JPG	Activity invoice panto tickets
Salaries page 2 Jan 18.JPG	Staff payslips Jan page 2
Venue Aftersch Feb 18.JPG	Invoice for venue hire Afterschool gp Feb 18
Training safeguarding .JPG	Invoice for safeguarding training
Helen March 18 Salary.JPG	Staff payslip for March 18
Act climbing day.JPG	Activity invoice for climbing day