

PF MONITORING FORM

CHURCH/PROJECT/MISSION AND MINISTRY TEAM

# Introduction

All successful applicants to the Philippians Fund must obey several key guidelines whilst spending the money and complete 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 Circuit Treasurer by e-mail or phone (see end of this document) and make a request. Please note the Development Support Group (The Group) 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 independent examiners/auditors anyway.

Completing the Form

This form is not designed to be a hurdle to trip you up, rather it is a mechanism to ensure that you can provide the Group with all the information that it needs on the outcome of your project. If you are having any problems filling in the form or would like a chat before doing so, please get in touch with one of the named individuals at the end of this document.

# Questionnaire Date………………………………

**Name of project/church/Mission and Ministry Team ……………………………………………………………….**

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

# 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 Hazel Bethell at Selly Oak Methodist Church.**

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

**First point of contact:**
Andrew Morris, Circuit Treasurer
Phone: 0121 455 9907 E-mail: philfund@birminghammethodistcircuit.org.uk

**Second point of contact:**Rev Alison Richards, Development Support Group member and Circuit Superintendent Minister
Phone: 0121 240 4767, E-mail: revalisonrichards@gmail.com