

Introduction

At the end of each 12-month period, you must submit the Active Futures Annual Monitoring Return (AMR), which will report and reflect on how well you achieved the goals and targets set in your application. This form is your opportunity to tell us about the progress of your grant during the last 12 months.

The AMR has 2 sections, the first is compulsory and the second on evaluation is voluntary. The evaluation information, although not compulsory, will help you to evaluate your project and provide evidence for future funding. It also provides information to BIG on the impact of the Active Futures programme.

Please ensure that the AMR form is completed and submitted promptly.

We cannot release your next grant payment until we have reviewed and approved this report.

Please get in touch with your Grants Officer if there are circumstances that might prevent you meeting the deadline.

ANNUAL REVIEW PROCEDURES

Once we have received your completed Annual Monitoring Report we will review it. As part of the review we may make contact with you to arrange a time to talk about your report on the telephone or face to face. If we visit you as part of our annual review our auditors may come with us to carry out a detailed check designed to ensure that you are fulfilling all our terms and conditions of grant as laid out in our grant contract. Providing the review is satisfactory we can process your next payment claim.

Using this form

This form is web-based so you cannot save it as a file. However, every time you click NEXT at the bottom of the page, that page is saved and the next time you click on the link to the form, you will find the information you have already input. You can edit this information as long as you have not clicked on SUBMIT at the very end of the form.

To move to the next page, click on NEXT at the bottom of each page. (The last page says SUBMIT. Don't click on that unless you are completely finished with your form).

To go backwards in the form, click on PREVIOUS at the bottom of the page. This will keep track of what you've done on the current page. DO NOT CLICK "BACK" on your internet browser as this will lose your work on the current page.

To leave the form at any time, click on EXIT THIS REPORT at the top right corner. (Remember to click NEXT for any pages you've been working on first).

If you would like to print a copy of the report, you need to print it page by page. Remember you can use PREVIOUS and NEXT to navigate to which pages you want to print.

Please note, in any square text box you are adding free response information that will automatically expand to hold the information. But you will only be able to see it all by scrolling, which limits what you see when you print.

Project background

1. Name of the project

2. Project URN

3. Name of contact person

4. Lead organisation name

5. Project start date

6. Period covered by this report

from

to

7. Project year (funding year covered in this report)

1

2

3

8. Was your Active Futures project... (please tick one)

a brand new project?

an extension of an existing project?

People and Organisations that have used the project

In your application you identified priority groups of young people who would take part in project activities or use its services. The information we ask for below will provide some detail of the participants of your projects, so we can see which groups need to be targeted in the future.

9. Participants: How many people have used the project so far this project year:

Young people aged 17-24	<input type="text"/>
Young women	<input type="text"/>
Young people from Black/Ethnic minority communities	<input type="text"/>
Young people with disabilities	<input type="text"/>
Young people from disadvantaged areas	<input type="text"/>
KPI Total	<input type="text"/>

10. Participants: If your Active Futures project was not brand new, how many people had you engaged in physical activity in the 12 months before the project began:

Young people aged 17-24	<input type="text"/>
Young women	<input type="text"/>
Young people from Black/Ethnic minority communities	<input type="text"/>
Young people with disabilities	<input type="text"/>
Young people from disadvantaged areas	<input type="text"/>
KPI Total	<input type="text"/>

Financial Information

Please tell us how you spent our grant over this project year. If you do not need to carry money forward please return it to us so we can use this to fund other projects. Cheques should be made payable to Big Lottery Fund.

11. Agreed grant budget (£)

Staff and coaches (inc. NI/pension contributions)	<input type="text"/>
Sessional staff	<input type="text"/>
Volunteers	<input type="text"/>
Coordination/Management of the project	<input type="text"/>
Office/Administration costs	<input type="text"/>
Premises	<input type="text"/>
Travel & transport	<input type="text"/>
Activity and material costs	<input type="text"/>
Items of equipment (under £500)	<input type="text"/>
Training costs	<input type="text"/>
Insurance	<input type="text"/>
Advertising/Promotion	<input type="text"/>
Professional/membership fees	<input type="text"/>
Other (Please specify)	<input type="text"/>
Total	<input type="text"/>

12. Grant actually spent (£)

Staff and coaches (inc. NI/pension contributions)	<input type="text"/>
Sessional staff	<input type="text"/>
Volunteers	<input type="text"/>
Coordination/Management of the project	<input type="text"/>
Office/Administration costs	<input type="text"/>
Premises	<input type="text"/>
Travel & transport	<input type="text"/>
Activity and material costs	<input type="text"/>
Items of equipment (under £500)	<input type="text"/>
Training costs	<input type="text"/>
Insurance	<input type="text"/>
Advertising/Promotion	<input type="text"/>
Professional/membership fees	<input type="text"/>
Other (Please specify)	<input type="text"/>
Total	<input type="text"/>

13. Planned grant budget next year (£)

Staff and coaches (inc. NI/pension contributions)	<input type="text"/>
Sessional staff	<input type="text"/>
Volunteers	<input type="text"/>

Coordination/Management of the project	<input type="text"/>
Office/Administration costs	<input type="text"/>
Premises	<input type="text"/>
Travel & transport	<input type="text"/>
Activity and material costs	<input type="text"/>
Items of equipment (under £500)	<input type="text"/>
Training costs	<input type="text"/>
Insurance	<input type="text"/>
Advertising/Promotion	<input type="text"/>
Professional/membership fees	<input type="text"/>
Other (Please specify)	<input type="text"/>
Total	<input type="text"/>

List below all other contributions to the total project costs for the project year, including any made from your own organisation's funds.

14. What were the agreed contributions (£) to project budget by you and other contributors. Please state the name of the contributor beside the amount.

Your own funds	<input type="text"/>
Contributor 1	<input type="text"/>
Contributor 2	<input type="text"/>
Contributor 3	<input type="text"/>
Contributor 4	<input type="text"/>
Total	<input type="text"/>

15. What were the actual contributions (£) to project budget by you and other contributors. Please state the name of the contributor beside the amount.

Your own funds	<input type="text"/>
Contributor 1	<input type="text"/>
Contributor 2	<input type="text"/>
Contributor 3	<input type="text"/>
Contributor 4	<input type="text"/>
Total	<input type="text"/>

16. What are the planned contributions (£) for next year from you and other contributors. Please state the name of the contributor beside the amount.

Your own funds	<input type="text"/>
Contributor 1	<input type="text"/>
Contributor 2	<input type="text"/>
Contributor 3	<input type="text"/>
Contributor 4	<input type="text"/>
Total	<input type="text"/>

17. If there is a significant difference between the agreed budget and the grant actually spent, tell us about the actual or possible impact on the project.

Please submit a copy of your Annual Accounts with this Annual Report (Local Authorities are not required to submit Annual Accounts).

Project progress and achievements

Tell us about your progress towards achieving your outcomes by the end of the project. It is important that you let us know the date milestones have been achieved. If there has been a delay, tell us the impact on achieving the outcome. Please insert as many outcomes, targets and milestones as required. These should be taken from section 3.6 (Project plan table) of your Stage 2 Application form in ascending order.

18. Outcome 1

19. Target and Milestones for Outcome 1

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>

Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

20. If outcome 1 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

21. Please tell us more about your progress achieving outcome 1. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

22. Outcome 2

23. Targets and milestones for outcome 2

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>

Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

24. If outcome 2 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

25. Please tell us more about your progress achieving outcome 2. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

26. Outcome 3

27. Targets and milestones for outcome 3

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

28. If outcome 3 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

29. Please tell us more about your progress achieving outcome 3. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

30. Do you have more outcomes that you need to tell us about?

Yes

No

Project progress and achievements continued

Tell us about your progress towards achieving your outcomes by the end of the project. It is important that you let us know the date milestones have been achieved. If there has been a delay, tell us the impact on achieving the outcome. Please insert as many outcomes, targets and milestones as required. These should be taken from section 3.6 (Project plan table) of your Stage 2 Application form in ascending order.

31. Outcome 4

32. Targets and milestones for outcome 4

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

33. If outcome 4 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

34. Please tell us more about your progress achieving outcome 4. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

35. Outcome 5

36. Targets and milestones for outcome 5

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>

Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

37. If outcome 5 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

38. Please tell us more about your progress achieving outcome 5. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

39. Outcome 6

40. Targets and milestones for outcome 6

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>

Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

41. If outcome 6 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

42. Please tell us more about your progress achieving outcome 6. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

43. Outcome 7

44. Targets and milestones for outcome 7

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

45. If outcome 7 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

46. Please tell us more about your progress achieving outcome 7. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

47. Do you have more outcomes that you need to tell us about?

Project progress and achievements continued 2

Tell us about your progress towards achieving your outcomes by the end of the project. It is important that you let us know the date milestones have been achieved. If there has been a delay, tell us the impactt on achieving the outcome. Please insert as many outcomes, targets and milestones as required. These should be taken from section 3.6 (project plan table) of your Stage 2 Application Form.

48. Outcome 8

49. Targets and milestones for outcome 8

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

50. If outcome 8 has more than 10 milestones - type the remaining milestones

here with planned timescales and dates achieved.

51. Please tell us more about your progress achieving outcome 8. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

52. Outcome 9

53. Targets and milestones for outcome 9

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>

Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

54. If outcome 9 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

55. Please tell us more about your progress achieving outcome 9. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

56. Outcome 10

57. Targets and milestones for outcome 10

Target	<input type="text"/>
Milestone 1	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 2	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 3	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 4	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

Milestone 5	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 6	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 7	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 8	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 9	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>
Milestone 10	<input type="text"/>
Planned timescale	<input type="text"/>
Date milestone achieved	<input type="text"/>

58. If outcome 10 has more than 10 milestones - type the remaining milestones here with planned timescales and dates achieved.

59. Please tell us more about your progress achieving outcome 10. Explain how you achieved milestones and how you have measured this. If you haven't achieved the milestones within the planned timescales, tell us how this will affect your project.

Unexpected outcomes

60. Please tell us about any unexpected outcomes you achieved this year. Tell us what the outcome was, how you measured it and when you achieved it.

61. Please review your outcomes. Are there changes to outcomes, milestones or timescales?

Yes

No

Future Plans

Please review your outcomes. If you wish to make any changes to these outcomes, milestones or timescales show the proposed changes below.

62. Please tell us of any changes to your outcomes, milestones or timescales.

Partnership working

63. Please describe how your partners have been involved in managing or developing the project this year. Highlight any particular successes or challenges you have found with partnership working.

Case studies and branding

64. Please provide case studies that illustrate the success of your project. You may include any media coverage of your project.

When returning this form please provide two examples of the publicity you have used for your project over the past year that acknowledges the Big Lottery Fund's support.

Changes we need to know about

65. Have there been any changes to any of the following?

	Yes	No
Office bearer's details (i.e. senior people on management committee)	<input type="checkbox"/>	<input type="checkbox"/>
Project staff, job titles, roles or salaries	<input type="checkbox"/>	<input type="checkbox"/>
Other key people helping to manage, deliver or advise the project	<input type="checkbox"/>	<input type="checkbox"/>
Bank account detail (Put new details in the box below if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Constitution/other governing documents (if changed, send us a copy)	<input type="checkbox"/>	<input type="checkbox"/>
Do you still own all the capital items purchased with the grant? (such as buildings, equipment or vehicles)	<input type="checkbox"/>	<input type="checkbox"/>
If you answered 'No' to the last question, did you discuss this with us?	<input type="checkbox"/>	<input type="checkbox"/>

66. If there have been any changes, please tell us what the changes are and why they happened.

Introduction to the evaluation section of the report

The questions in this section of the report relate to the evaluation of the Community Sports Initiative, which includes Active Futures and other related programmes in Wales, Northern Ireland and Scotland.

It is voluntary, but it is important.

- * You will need evidence of what you are achieving in order to make a case to future funders.
- * We will need to know what you have achieved to provide evidence of what works and what has been achieved to policy makers - who can later make it easier for you to get the funding you need to continue your work.
- * By using the same monitoring indicators across the Initiative, we can make a stronger case to policy makers about the value of your work.

Because the following questions will be used to draw together the learning consistently across the initiative, there will be some questions that will apply to everyone and that you should answer, and some which don't apply to your project, which you can leave blank.

Depending on whether you train coaches, provide sports qualifications, or use volunteers, you may have answers to the other questions in the evaluation section. If you do not, simply leave those questions blank.

Many thanks for the completing this section of the Report. Please be sure to make use of the monitoring information to guide your project's development and as evidence in any other funding applications you would like to meet.

Physical activity - participants' starting points

The Community Sports Initiative as a whole aims to get more inactive people participating in physical activity and sport. Therefore it is important to know how active (or inactive) people were before taking part in your project. Most programmes promoting sport do not attract less active people. We need to see how your work is doing something special.

These questions refer to your total results from Q10-11 of the Participant Form Scotland at www.bigcsi.com/tools.htm.

The reason we ask for 30 minutes a day for 16+ adults is that is the Chief Medical Officer's report says that is the amount of regular physical activity it takes to stay healthy.

67. Please give the total of your beneficiaries' answers to Q10 on the sample participant registration form. Please give number of beneficiaries for each number of days.

0 days a week	<input type="text"/>
1 day	<input type="text"/>
2 days	<input type="text"/>
3 days	<input type="text"/>
4 days	<input type="text"/>
5 or more days	<input type="text"/>
KPI Total	<input type="text"/>

The following questions do NOT relate to what they were doing as part of the project but to the profile of activity in your participants' everyday life before they came along. It helps us understand the types of people that are attracted to different type of project.

Through follow up surveys with participants we will also be able to see patterns of how participants change their engagement in physical activity and sport as a result of different types of projects.

68. Based on answers to Q11 on the registration form, please provide total numbers of participants falling into the following categories for SPORT and RECREATION.

0 days a week	<input type="text"/>
1 day	<input type="text"/>

2 days	<input type="text"/>
3 days	<input type="text"/>
4 days	<input type="text"/>
5 or more days	<input type="text"/>

69. Based on answers to Q11 on the registration form, please provide total numbers of participants falling into the following categories for ACTIVE TRAVEL.

0 days a week	<input type="text"/>
1 day	<input type="text"/>
2 days	<input type="text"/>
3 days	<input type="text"/>
4 days	<input type="text"/>
5 or more days	<input type="text"/>

70. Based on answers to Q11 on the registration form, please provide total numbers of participants falling into the following categories for physical activity AT WORK (paid or unpaid).

0 days a week	<input type="text"/>
1 day	<input type="text"/>
2 days	<input type="text"/>
3 days	<input type="text"/>
4 days	<input type="text"/>
5 or more days	<input type="text"/>

71. Based on answers to Q11 on the registration form, please provide total numbers of participants falling into the following categories for DOMESTIC physical activity (DIY, housework, gardening, etc).

0 days a week	<input type="text"/>
1 day	<input type="text"/>
2 days	<input type="text"/>
3 days	<input type="text"/>
4 days	<input type="text"/>
5 or more days	<input type="text"/>

Developing people and capacity

This section refers to information you may have gathered through the Coach Registration Form, Volunteer Registration Form, your management records and the CSI database if you are using it.

Questions 73 and 74 below should apply to all projects. Please answer them. The other questions will apply to some projects but not others. Please only answer the relevant parts of Q75 if they apply to your project's activities. And only answer parts of Q76 below, if you chose to gather the information for your own management purposes.

All the key performance indicators (KPIs) in Q73 to Q76 are detailed in the Community Sports Initiative Monitoring Guide.

72. KPI Coaches - If you use coaches or activity leaders (including volunteer coaches, qualified or unqualified), how many have coached at least once in the reporting year? (Please put numbers against each category).

Women	<input type="text"/>
Men	<input type="text"/>
17-24	<input type="text"/>
25-45	<input type="text"/>
Over 45's	<input type="text"/>
Living in deprived area	<input type="text"/>
Ethnic group	<input type="text"/>
Disabled	<input type="text"/>
NGB Qualified	<input type="text"/>
General Qualified	<input type="text"/>
Unqualified	<input type="text"/>
Part time paid coach	<input type="text"/>
Full time paid coach	<input type="text"/>
Volunteer Coach	<input type="text"/>
KPI Total	<input type="text"/>

73. KPI Fund (£): How much additional funding have you secured for your project in the project year? (only count funds secured after the project started)

Income generated through fees	<input type="text"/>
Income generated through other sources	<input type="text"/>

74. Please put total numbers for the project year against your selected Key Performance Indicators (KPIs). If you are unsure of any KPI please refer to the 'Monitoring guide for Active Futures' - Key Performance Indicator table. Available online at www.bigcsi.com.

KPI Volunteers	<input type="text"/>
KPI Regular volunteering	<input type="text"/>
KPI Regular coaching	<input type="text"/>
KPI Health referrals	<input type="text"/>
KPI Young people at risk	<input type="text"/>
KPI Sports qualifications	<input type="text"/>

75. Please put total numbers for the project year against your selected Key

Performance Indicators (KPIs). If you are unsure of any KPI please refer to the 'Monitoring guide for Active Futures' - Key Performance Indicator table. Available online at www.bigcsi.com.

KPI Throughput	<input type="text"/>
KPI Active members	<input type="text"/>
KPI Organisation accreditation	<input type="text"/>
KPI Non sports qualifications	<input type="text"/>
KPI Jobs and training	<input type="text"/>
KPI Sports jobs	<input type="text"/>

Progress and developments

76. Has your project achieved more because of Active Futures funding?

No

Yes (please explain)

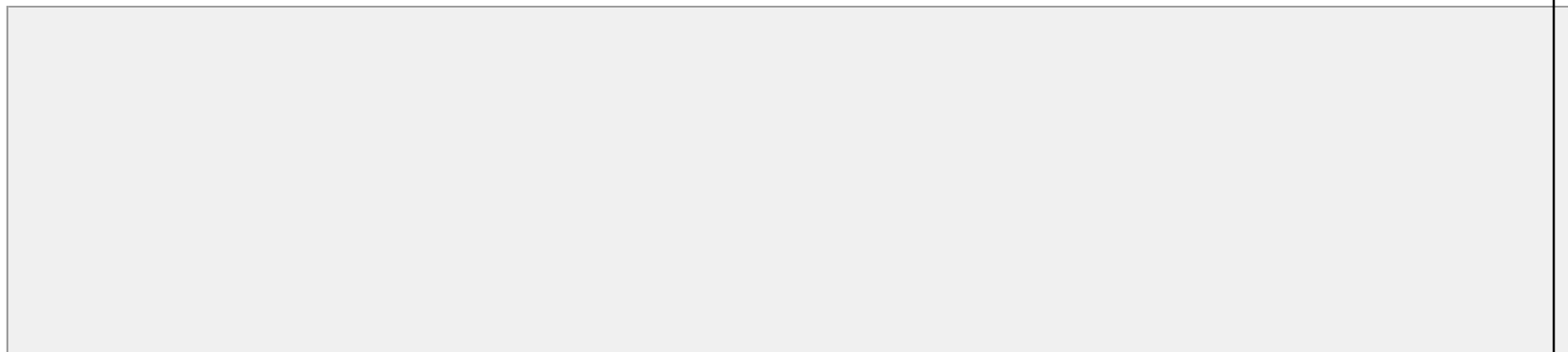
77. Please tell us about any barriers you have faced in achieving your targets.

78. How many participants do you think your project would have engaged in physical activity without the Active Futures project?

79. Please describe to what extent you have been able to target inactive people.

80. How many of your participants considered themselves to be "new to sport and physical activity"?

81. Please describe how your project is linking with local and national strategies, particularly for community and health development.



If you have completed the form click on "Submit completed report".

Many thanks for your time and input.

Remember, please only click on "Submit completed report" when you are happy with your report because you will not be able to edit after that. If you have more changes to make, then click on "Exit this report" in the top right corner. Then when you come back to the form you can still edit what you've put into the report so far.