

Rayne Grant (Israel) Monitoring Report Form

Organisation Name:	
Project Title:	Grant ID Number:
Dates Covered By Report:	Grant Amount:
Name and Job Title of Main Contact:	
Email Address:	

We ask all the organisations we fund to provide us with a monitoring report. As well as telling us what the grant helped you to achieve, this is also an opportunity for us to learn about the issues you may be facing. Please be as frank as possible, even if everything did not go to plan, so that we can improve our own grant making.

Monitoring reports are due on the dates set out in your grant offer letter. If we have made a grant over more than one year, we cannot make any further payments until we have received a satisfactory monitoring report and all the financial information we ask for. If you have a query about these dates or the information required, please contact the Manager in Israel, Nurit Gordon, on ngordon@raynetrust.org.

1. Please answer all the questions on no more than four sides of A4 paper.
2. Please enclose a copy of your most recently audited accounts (Hebrew).
3. Please enclose an income and expenditure budget for the project/work we are funding clearly showing any **variance between the projected and actual expenditure** (using the budget table you submitted at Stage 2).

Submitted by:
Date:

Please return to: Nurit Gordon, Manager, The Rayne Trust in Israel, PO Box 24164, Tel Aviv 6124101 or by email to ngordon@raynetrust.org.

Rayne Grant (Israel)

Monitoring Report Form Questions

1. What has changed across your organisation since you first received the grant? Please tell us about any significant developments including staffing or Board changes, new partnerships, your financial position or any adverse events.
2. What progress has been made towards the **outcomes agreed in the terms and conditions**? Please give specific examples and include case studies which illustrate what has been achieved as a result of the programme. Is your project/work achieving what you intended? Perhaps you have encountered unexpected difficulties or new opportunities which have influenced the way that you work.
3. What difference have you made to the people you work with? How many people have engaged with the project/work and what proportion are making positive progress? How have you gathered this information? Please enclose a copy of any independent evaluation, if applicable.
4. Have you learned anything which could be of use to other organisations and are you actively sharing this learning in any way?
5. Please confirm that the grant has been spent on the purpose awarded, and comment on the income and expenditure budget for this work if there is a shortfall or any other change.
6. Final Year Reports: Please reflect on the full term of the grant in your answers above, not just the last year. Please also update us on what will happen to the work now that our grant is at an end – will it continue and if so, how will it be funded?
7. Is there anything else that may impact on your organisation or work which you would like to tell us about?
8. Safeguarding:
 1. What policies do you have in place relevant to safeguarding?
 2. Who in your charity is the person responsible for listening to a complaint or concern? What training do they have?
 3. What training takes place for all staff, volunteers and Trustees and how often?
 4. How do users, staff and volunteers of your charity know what to do if they are concerned about an individual's welfare? How often are the policies and procedures reviewed and by whom?
 5. What information is reported to the CEO and/or Trustees and possibly beyond? How does the CEO follow up, report or refer?
 6. What incidents of concern has the charity had in the last 12 months? How were these dealt with and what were the learning points and actions for the organisation?