

## MCF Charity Grants – Large Grants Monitoring Guidance

Charities awarded a grant under the Large Grants programme are required to submit an annual report. Grant recipients will know which month their reports are due by referring to the grant agreement, and a unique link will be emailed to you around 4 weeks prior to the report due date. Please do not use any links provided from previous years.

### Before you start

When completing your report please refer back to your MCF application and any previous MCF monitoring forms, copies of which will have emailed to you upon submission. We advise that you draft and save your responses in a Word Document before entering them into the form.

In line with GDPR, please do not share confidential information that may be used to identify specific individuals without their consent to share. The information you provide here will be handled in accordance with our [privacy policy](#).

Some questions have minimum and/or maximum word counts, these will be displayed below the answer boxes as you type.

If you require further assistance please contact [charitygrants@mcf.org.uk](mailto:charitygrants@mcf.org.uk) or call 0203 146 3337.

### Charity and project details

This page should be pre-filled with your charity name and number. If it is not then there may be an error with your unique link and you should contact us before completing.

**Q)** Have there been, or are there any planned, material changes to the charity?

*If so, please describe them here and explain any expected impact on the charity's services, beneficiaries, financial health or any other pertinent information*

**Q)** Are there any concerns about the financial sustainability of the charity for the year ahead?

*If so, please provide a summary of any issues and actions being taken.*

Your project name and delivery plan should appear and be pre-filled using information from your application. If this is not the case please contact us before proceeding.

**Q)** Is the above delivery plan still an accurate description of your project?

*If so, please describe any changes to the project delivery plan.*

**Q)** Please confirm the project delivery dates this monitoring report covers.

*This will usually be the year following either the project start date or latest instalment.*

## **Project Outputs**

Outputs are measures of what has been delivered and who has been engaged as part of the project. Outcomes are the positive effects for beneficiaries as a result.

For example, a project may deliver 10 sessions (output) resulting in 10 young people gaining a qualification (output), and as a result the young people are better equipped to gain employment (outcome), and have higher aspirations (outcome).

**Q)** Please record the number of unique primary beneficiaries you have supported as part of this project.

- This report period                      - Total since grant award (*if year 1 this will be the same*)

**Q)** Please record any other **outputs** you have measured as part of this project.

*You can define each output and a value attributed to it. For example 'number of sessions delivered' and '50'.*

## **Outcomes**

The next set of questions ask you to report against up to four project outcomes where you believe you have had the most success, and then explain any progress you have recorded against each one.

If you defined specific outcomes in your application these will be shown below.

We also ask that you relate each of your own outcomes to a list of outcome definitions taken from the MCF's [Theory of Change](#) (it's possible they may be the same). These are the outcomes the MCF seeks when funding projects like yours.

You will then be able to report against up to 4 outcomes in the following format:

**Q)** Project outcome

*E.g. 'Improved physical health', or 'greater academic attainment'.*

**Q)** Please explain the project's progress towards this outcome

*We're interested in both how you measured this outcome and any resulting evidence you have collected.*

**Q)** Please let us know how many beneficiaries you estimate have benefited from this outcome.

*If unsure please leave blank.*

**Q)** Please select the outcome which most closely matches

*You will be able to select from a list of outcomes from the MCF's Theory of Change, or you may also select 'none of the above' if you believe no option accurately represents your own defined outcome.*

## **Project progress overview**

**Q)** What have been the main project successes this year? (Max 300 words).

*Please let us know what has gone well, and why. E.g. Any methods/practices that have been particularly successful? Any notable recognition or awards, or have you secured any additional funding?*

**Q)** What have been the main challenges faced by the charity this year? (Max 300 words).

*Detail any barriers you have had to overcome (e.g. staffing, demand, unexpected events) and any effects they've had on the project, your beneficiaries or the charity.*

**Q)** What have you learned from these challenges? (Max 200 words).

*Will you do anything differently next year or in future as a result of experiences this year?*

**Q)** What happens next in delivering the project? (Max 200 words).

*Tell us briefly about any plans you have for next year. Is there anything else important for us to know about the project that hasn't already been covered?*

*This question will not appear if this is your final report.*

## **Financial Breakdown**

**Q)** Please tell us the total expenditure of the MCF grant **since award date**.

- Budgeted (*this should be pre-filled*)      - Actual (£)

**Q)** Please use this section to break down how you used the MCF grant in **this reporting period**.

*You will be able to report against up to 5 items / categories of expenditure in the following format:*

- Expenditure Item      - Budget (£)      - Actual (£)

**Q)** If there is any under or overspend, or there are any changes in budget items from the original proposal, please explain them here.

## **Final Report**

This page will only be shown to charities reporting after the final instalment of the grant.

**Q)** Please provide a short commentary on how the project has progressed over the life of the MCF grant, and whether overall the project has achieved what it set out to do at the application stage.

*For example, has the project and/or its aims evolved and if so for what reason? Did you set specific goals at the start of the grant and have these been met? What have been the highlights?*

**Q)** What will be the long term impact or legacy of this project on the charity and its beneficiaries?

*Please be honest! Whilst we are interested in knowing about benefits of the grant in the long term, being able to understand the true impact of MCF's funding on charities will help us improve our grants programmes and their potential impact in future.*

**Q)** Now that the MCF grant has come to an end, what is next in delivering the project?

- Project will continue - additional external funding secured
- Project will continue - funded internally or through project income
- Project is on hold - subject to additional funding being secured or review process
- Project has ended - lack of available funding
- Project has ended - natural / planned close
- Other

**Q)** Has the charity's relationship with local Freemasons developed over the course of the MCF grant period?

- Our relationship with local Freemasons has strengthened
- Our relationship with local Freemasons has not changed
- Our relationship with local Freemasons has weakened

**Q)** Has the charity's experience with the MCF Charity Grants programme affected your perception of Freemasonry?

- We have a more positive impression of Freemasonry
- Our impression has not changed
- We have a more negative impression of Freemasonry

### **Additional Information and Declaration**

**Q)** Do you have any supporting files you would like to attach? These could be case studies, impact reports, examples of publicity for the project or grant (max 10MB per file).

**Q)** If this is not your final monitoring report you will be asked to confirm the charity's bank details, and if they have changed provide new information alongside a document acting as proof of account, for example, a copy of a bank statement (can be redacted), or paying in slip.

**Q)** I declare the information provided on this form is an accurate account of how the MCF grant was used.

Finally, you will then be asked to provide your name, job title, email address, and contact number. Click the Submit button to finish.

### **After submission**

A copy of your completed form will be emailed to the address you provided. Please keep this safe for reference. A member of the charity grants team will then be in touch to confirm next steps and any instalment release, or may follow up for additional information.