Sport Unites Fund - End of Project Form

A. Activity/project details

1.	Activity/project name	
2.	Grantee organisation	
3.	Grant ID	
4.	Grant amount	
5.	Project location/s (boroughs):	
6.	Project start date	

7.	Project end date	
8.	Name of person submitting this form	
9.	Contact email	
10.	Contact phone	
11.	Date form submitted	

Monitoring and evaluation			
		Yes	No
12.	Will you produce your own report/case study on your activity / project? (If yes, please send a copy to your GLA project manager when available)		
13.	What monitoring, evaluation and learning processes do you have in place? Please describe:		

	Training		
14.	Did staff and/or volunteers undertake any of the following?	Yes	No
14a.	Training in safeguarding young people and/or adults at risk		
14b.	First aid training		
14c.	Mental health training (e.g. mental health first aid)		
14d.	Formal coaching qualification		
14e.	Training in specific coaching methodologies or accredited qualifications. If yes, please provide details below		

15.	Were your project target groups and communities involved in the design of activities? If yes, please tell us how you managed or did this. (max 250 words).

16.	(This question is compulsory for Tried & Tested grantees and optional for New Ideas grantees). Chose 1 or more of the following questions to answer depending upon the outcomes of your project: Did you use or develop any specific type of sport and play based methodologies/curriculums for your project to support any of the following priorities: • Helping the most inactive people be more active • Improving people's mental health and wellbeing • Decreasing isolation/loneliness • Strengthening connections in your local area and across communities • Reducing serious youth violence If yes, please describe them below (max 200 words)

B. Outputs - Beneficiary numbers & demographics

We would like to know who is involved in your project in terms of what type of participant they are: **participant** (those you are targeting); **workforce** - volunteers and staff (if you have specific activities aimed at supporting/developing your staff or volunteers); and any **organisations** you are working with (if your activities involve deliberate collaboration).

Please tell us how you define someone that has completed your project and has benefited from one or more of the outcomes. For example, this could be 'participants attend at least 60% of sessions' or 'participants attend 5 sessions or more' or 'participants that complete the course and attend the graduation event'. The definition is unique to your project and may be different for each type of participant (e.g. if you are working with children and their parents, the definition of completing the project might be different for each type).

1.	Completer type	Completer definition

Please tell us the unique number of people that directly took part in your project. (This is the number you've reached or trained).

2.	All direct participants	Total number of people starting activities (attending at least one session)	
		Total number of people completing activities (as per your completer definition(s) above)	

Organisations you worked with

3. Organisation type	No. of community organisations / groups	Names of community organisations /groups	How you collaborated with them
Registered Charity			
Community Interest Company (CIC)			
Sports Club / Association			
Local Authority / Council			
Housing Association			
National Governing Body (NGB)			
Educational Organisation			
Faith Group			
Social Enterprise			
Voluntary / Community Group			
Coalition (working in partnership)			
Other (not for profit)			

Demographics of beneficiaries

These demographics are based on national categories and we collect this information to help us better understand where funds have been spent and who is benefitting. We understand that this data is sensitive and that participants may choose not to answer, which is fine. You may have or be able to collect some of the data via registration forms. If you do collect this data, we trust that it is done respectfully and is anonymised.

Please insert the numbers for each category – these should equal the same number reported above for your number of starters. If you don't know all the results for each person and for those that did not respond to your questions, list them as unknown.

The 18 ethnic groups above are recommended for use in England and Wales by the government when asking for someone's ethnicity. Grouped into 5 ethnic groups, each has an 'any other' option where people can write in their ethnicity using their own words. These groups were used in the 2011 Census of England and Wales.

It is recognised that these ethnic groups do not represent how all people identify. People are encouraged to write in their ethnicity using their own words if they don't identify with any groups in the list. For more information on these groups visit https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups

4.	Ethnicity	No. of participants	No. of workforce
White	English, Welsh, Scottish, Northern Irish or British		
	Irish		
	Gypsy or Irish Traveller		
	Any other White background		
Mixed or Multiple ethnic groups	White and Black Caribbean		
	White and Black African		
	White and Asian		
	Any other Mixed or Multiple ethnic background		
Asian or Asian British	Indian		
	Pakistani		
	Bangladeshi		
	Chinese		
	Any other Asian background		
Black, African, Caribbean or Black British	African		
	Caribbean		
	Any other Black, African or Caribbean background		
Other ethnic group	Arab		
	Any other ethnic group		
Prefer not to say			
Unknown			
	TOTAL		

5.	Age	No. of participants	No. of workforce
	Under 16		
	16-24 years		
	25 to 34 years		
	35 to 49 years		
	50 to 64 years		
	65+ years		
	Prefer not to say		
	Unknown		
	TOTAL		

6.	Gender	No. of participants	No. of workforce
	Man including trans man		
	Woman including trans woman		
	Non-binary or gender defined differently		
	Gender fluid		
	Prefer not to say		
	Unknown		
	TOTAL		

7.	Disability	No. of participants	No. of workforce
	Disabled		
	Non-disabled		
	Prefer not to say		
	Unknown		
	TOTAL		

C. Outputs – activities

Activity types – if you're providing activities where participants are active, please align your activities to one of these types. If you feel it is not a fit, then please list it without assigning a type.

A. Sport and/or physical activity based regular sessions e.g. regular dance / football / aerobics / swimming session
B. Sport and/or physical activity based one-off events e.g. fun run / community sports day / festival / showcase
C. Other training/ skills development sessions e.g. workshop / presentation / life skills programme (not sport)
D. Ongoing support provision e.g. mentoring, counselling, buddying
E. Other direct support provision e.g. meals, transport, kit and equipment

	Activity Type (A,B,C,D,E)	Description of activity	No. of activities	Participant type/description	No. of unique participants
E.g.	D	Weekly small group online mentoring sessions	12	Young people (aged 16-25)	20
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

D. Learning from outputs

1. Please tell us about how successful you have been at engaging your specific priority target group and what you have learnt about the process? (max 250 words)

2. What (if anything) did you need to change and adapt from your original plans? (300 words max) Please let us know why and how you changed or adapted your delivery of the project.

3. If you asked about participant satisfaction of your activities, please provide the details of your findings below.

4. Participant's physical activity / inactivity levels prior to starting and then again at the end of the project.

Level of activity	Activity at registration	Level of activity	Activity at completion
*Active at registration		*Active at completion	
*Inactive at registration		*Inactive at completion	
Unknown		Unknown	
TOTAL			

* We use Sport England's definition of 'inactive'.
An inactive person is someone who does less than 30 minutes of moderate intensity equivalent exercise per week.

5. Reflective question to pose to participants at the end of the project – please chose from either a, b, c, d, or e depending on the outcomes of your project. You can adapt the wording to suit your project and participants.

Since taking part in [project name] do you believe regular physical activity is more or less important to:

a) your physical health and fitness?
b) wellbeing and mental health?
c) your experience of feeling more connected to your community and local area?
d) reducing your feelings of isolation and/or loneliness?
e) improving your aspirations and life ambitions

	No. of participants
More important	
About the same	
Less important	

E. Learning and reflections on the project as a whole

1. What do you feel have been the most significant achievements for the elements of this project which were funded by the GLA? What key factors are behind this? (350 words max.) This could be anything related to your successes that you think are important for your organisation or the sector, the difference you have made to an individual or group of participants, or the workforce involved.
2. What challenges did you face or was there anything that didn't go well or as planned? What key factors are behind this? (250 words max.)
3. What are your plans for this project or work in future? (250 words max.) Please tell us if you have plans to continue the work funded and if so, how you plan to develop this. Please note that your response here is not linked in any way to any further funding from the GLA and we are unable to respond to request for further funding made here.
4. This question is compulsory for Tried & Tested grantees and optional for New Ideas grantees. Please feel free tell us about any other reflections on learning. For example: what other KEY things have you learned? What ADVICE would you give to others? What made the biggest difference to success (help or hindrance), how or why? (350 words maximum) For example, areas for reflections might include: • Volunteer recruitment, management and retention • Beneficiary recruitment and retention • Communications to engage, promote and recruit; what methods worked best and with whom? • How to make the project high quality for beneficiaries • Tackling inactivity or improving mental health • Collaboration with other organisations • Any other areas relevant to you and your project.

F. Outcomes

We'd like to know about the outcomes for your activity/project in relation to the Sport Unites outcome pathways, which supports our Theory of Change.

Note: For successful applicants, we'll agree outcomes to report on before you start to deliver your project and will support you with indicators and tools you can use to measure your outcome(s). You'll need to report on a minimum of two outcomes.

Priority 1:	(Example) Helping the most inactive people be more active
Outcome: See outcome pathway for chosen outcome area	(Example) Increased participation in sport/physical activity
Looking across your data, what progress have you made towards this outcome? What does this tell you about the effectiveness of your approach? (250 words max)	
How many people do you estimate to have benefitted under this outcome **since the project began?**	
Describe how you came to this number. i.e. how did you decide who to count as benefitted? (150 words max)	

Priority 2:	(Example) Improving people's mental health and wellbeing
Outcome: See outcome pathway for chosen outcome area	(Example) increased understanding of the benefits of regular physical activity to mental health
Looking across your data, what progress have you made towards this outcome? What does this tell you about the effectiveness of your approach? (250 words max)	
How many people do you estimate to have benefitted under this outcome **since the project began?**	
Describe how you came to this number. i.e. how did you decide who to count as benefitted? (150 words max)	

F. Feedback on us

Please tell us what you think we did well, and what you think we could do better. (max 250 words)

G. Declaration

- I declare that to the best of my knowledge, the information given in this report is correct and complete.
- I understand that the information provided in this report may be circulated and discussed with any person or organisation helping the Greater London Authority evaluate the project or the Sport Unites programme.
- I confirm that our organisation's leadership or management knows about this report.

Name: **Signature:** **Date:**