

Monitoring and Evaluation

These points will help you consider the types of information that you will potentially be asked for by a funder. They are based on the National Occupational standards for the Voluntary Sector.

1. You are committed to reviewing your own work – How do you do this?
2. You reflect regularly on your own and others' experiences, and use these to inform future activities
3. You take ownership of issues and their resolution – how do you solve problems?
4. You seek to improve the performance and potential value of what you provide to your members and volunteers/leaders
5. You are committed to learning and to the sharing of experience with others
6. You focus on results, and take personal responsibility for making things happen
7. You take pride in the quality of your work
8. You gather and manage information effectively, efficiently and ethically
9. You check the validity and reliability of information you use or keep
10. You ensure that methods of evaluation are meaningful to your members, volunteers/leaders and anyone you work with
11. You present information clearly, concisely, accurately, and in a manner that promotes understanding
12. You analyse and structure information to develop knowledge that can be shared, through training and other means such as local meetings
13. You are able to make a critical evaluation of arguments, assumptions, concepts and data, and to challenge constructively
14. You carry out tasks with due regard to the BB policies and procedures, including those covering health and safety and child protection
15. You give people opportunities to provide feedback and you respond appropriately
16. You give feedback to others in a caring way to help them improve the experience for the members and others.
17. You recognise recurring problems and promote changes to structures, systems and processes to resolve these

Helpful websites for Monitoring and Evaluation :

<http://www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/self-evaluation>

<http://www.ces-vol.org.uk/tools-and-resources/tools-and-resources>

<http://www.voluntaryarts.org/resources-and-funding/publications/>

<http://www.volresource.org.uk/briefing/planning.htm#planres>

<http://www.ncvo-vol.org.uk/strategy-impact/learn/change/quality-assurance-and-change>

<http://www.wkkf.org/knowledge-center/resources/2010/W-K-Kellogg-Foundation-Evaluation-Handbook.aspx>

<http://www.bqf.org.uk/>