

Name
PDM/Project Co-ordinator
Address

Date

Reference: EOO/EXX/1/000...

Dear Name of PDM

Monitoring Visit

Initiative: Out of School Hours Learning

Programme: School Sports Coordinators/Extended Schools (Delete as applicable)

I would like to thank you for agreeing to my visit at approximately XX:00am/pm on Day Date. The visit will last up to 4 hours.

I will be accompanied by XXX on this visit (delete as appropriate)

The aim of our visit is to check that the project is progressing as you have told us in monitoring information, to review the level of support that we are offering your project and to support you with any challenges that you are facing in connection with your BIG grant. We are also keen to get feedback from you to help us improve our own practices and develop future funding policies.

During the visit I'll be discussing the following matters:

- Progress you have made towards achieving the agreed learning outcomes for targeted beneficiaries, including how you are recording evidence of those outcomes. Please make sure that you have attendance, monitoring and evaluation records for me to look at when I visit.
- Please also have a copy of your most recent management accounts showing what you have spent of our grant this year and in the most recent calendar month.

Please make sure you also have the following for us to check when I visit.

- Invoices and/or receipts for all grant spending in the previous month, commencing 1st month, year.

- Evidence of capital items costing over £1,000 that you have bought with the grant (for example, trampoline, climbing wall) in the project year commencing date (including evidence of any in-kind/cash contribution); and
- Evidence of activity and branding as demonstrated in photographs and materials provided by the project
- *Evidence of (insert extra information required)*

During the visit I will need to speak to the person responsible for dealing with the finances for the project. It would be helpful if I could meet the grant signatory for a brief chat towards the end of the visit.

I will also expect to visit one of the activities funded by the grant, as discussed with you. This activity visit will take around 30 minutes. It will involve me discussing the project with those delivering the project, the young people and, preferably, with the SSCO charged with oversight of the project.

Finally, we would like feedback from you about our policies and procedures.

I look forward to meeting you.

Yours sincerely

XXX
Grants Officer
Tel: 0191 376 XXXX

Email: XXX,XXX@Biglotteryfund.org.uk

Cc: ADM YST (for SCO only)