

## How will you monitor your grant scheme?

- ✚ Don't forget that the terms and conditions of your grant scheme are intended to safeguard your objectives, not provide an infrastructure that is cumbersome to your organisation and/or the applicant.
- ✚ Ensure that the unit cost of monitoring and evaluation is not disproportionate.
- ✚ Make clear to applicants from the start how you intend to monitor the scheme and what you expect from them.
- ✚ Make sure that the monitoring process is effective to you and the applicant and that the requirements are proportionate to the size of the grant.
- ✚ Consider the form that the monitoring process will take. Will it be monthly or annually? Will it be postal or via visits etc?
- ✚ Ensure a strict verification process, where possible using binding third party verification.
- ✚ Look at the cost and benefits of monitoring all projects versus monitoring selected projects. If selected projects only, on what basis will you sample?
- ✚ What outcomes will you be measuring and what output do you wish to obtain from the monitoring process?

- ✚ Will you use internal or external resources to carry out the monitoring process?
  
- ✚ Ensure that updating your database forms an integral part of the monitoring process.
  
- ✚ Ensure that the monitoring process provides feedback into the evaluation of the grant scheme itself.
  
- ✚ Develop a rigid procedure to deal with breaches of grant conditions, taking into account what you intend to achieve by this.
  
- ✚ Ensure that breaches of conditions are dealt with equitably and sensitively.

*The Lewis Clare Partnership specialises in the outsourcing of grants administration. We undertake work in all aspects of the grant-making process, including the initial setting up of schemes, the appraisal of projects and the monitoring and evaluation of grants. If you would like to discuss how we can help your organisation, please call +44 (0)20 8255 7353 or visit [www.LewisClare.com](http://www.LewisClare.com)*