

## **PROFORMA TO BE COMPLETED BY TRUST FOR LONDON GRANT RECIPIENTS**

**Name of Organisation:**

**Date:**

**Your key clients/user group:**

The purpose of this proforma is for you to tell us what services, activities and products (outputs) you provide for your users and what results – changes, learning, benefits or other effects – you hope will result for your users (outcomes).

There are three parts to this form:

1. project triangle – please fill in the aims and objectives for your Trust for London funded work
2. table 1 – outputs and outcomes – please tell us what work you plan to do (outputs) and the expected results (outcomes)
3. table 2 – outcomes and outcome indicators – please tell us how you intend to demonstrate that you have achieved your outcomes.

Before you complete this proforma we suggest you:

- re-read your notes from the one-day 'Introduction to monitoring and evaluation' training that you attended delivered by Charities Evaluation Services OR read CES' 'First Steps in Monitoring and Evaluation'
- refer back to your application to Trust for London.

# CES planning triangle ©

Please complete for your organisation

**OVERALL AIM** – the ultimate change you would like to see; the purpose or goal of your project/ organisation

Write your overall aim here.....

The best way to start your triangle is to ask:

- who is my project/work for?
- what are the needs, issues, challenges they face?
- how does my project/work intend to address these?

Note: each specific aim should link to at least one objective

**SPECIFIC AIMS** – the planned areas of change that will enable the overall aim to be met; these reflect members' needs/issues. We suggest limiting to between 3-5 specific aims

Specific aim

Specific aim

Specific aim

Specific aim

Specific aim

**OBJECTIVES** – the planned areas of work of your project eg, service delivery, campaign actions etc. We suggest limiting to between 5-7 objectives

Objective

Objective

Objective

Objective

Objective

Objective

Objective

## TABLE 1 – OUTPUTS AND OUTCOMES

**Outputs** - the services, activities and products that your organisation delivers or provides to your client group, service users or target audiences. They relate to the objectives you have listed in the bottom layer of the triangle above.

**Outcomes** - all the changes, benefits, learning or other effects that take place as a result of your activities and service delivery. These relate to your specific aims in the middle layer of your triangle above. It is important to include only outcomes which the organisation can reasonably control or make happen including intermediate outcomes ie, steps along the way to the end outcome.

<b>Outputs</b> <i>Eg, workshop on job opportunities</i>	<b>Outcomes</b> <i>Eg, users have increased knowledge of the job market</i>
1.	1. (a) (b) (c)
2.	2. (a) (b) (c)
3.	3. (a) (b) (c)
4.	4. (a) (b) (c)

## TABLE 2 – OUTCOMES AND OUTCOME INDICATORS

**Outcomes** - all the changes, benefits, learning or other effects that take place as a result of your activities and service delivery. These relate to your specific aims in the middle layer of your triangle above. It is important to include only outcomes which the organisation can reasonably control or make happen including intermediate outcomes ie, steps along the way to the end outcome.

**Outcome indicators** - what you measure against to collect evidence of the extent to which you have achieved your outcomes. They help you to demonstrate progress towards meeting your specific aims. They can be quantitative or qualitative. They should be stated neutrally, eg, level of knowledge on job opportunities.

<b>Outcomes</b> <i>Eg, users have increased knowledge of the job market</i>	<b>Outcome Indicators</b> <i>Eg, range of places users seek work from</i>
(a)	(i) (ii) (iii)
(b)	(i) (ii) (iii)
(c)	(i) (ii) (iii)