



## Grant Aid Monitoring Visit Form 2015-18

**For completion by the Nottinghamshire County Council visiting officer**

**Important: please refer to the Grant Aid Monitoring Visit Internal Guidance Document**

Please feel free to attach additional information for any section of this form, if required.

Please note: This form is for all Grant Aid themes funded between 2015 – 18, with the exception of Summer Play Schemes, Sports and Arts, where a separate form will be used to reflect the specific scheme requirements.

**Reminder: Arranging the visit:**

- Contact the Group / Organisation to arrange a visit date time – and to confirm the venue and who you will meet with (the Group / Organisation contact details can be found in One Space).
- Email the group to confirm your appointment.
- Update One Space with the planned visit details.

**SECTION 1: Preparing to visit**

<b>Theme:</b>	
<b>Organisation Name:</b>	
<b>Project(s) (if applicable):</b>	
<b>Visiting Address</b> <i>(please note that the address where the project/service is delivered may be different to the contact address on file – please check when you make your appointment).</i>	
<b>Postcode:</b>	
<b>Visit date:</b>	<b>Visit time:</b>
<b>Name of group / organisation contact person for the visit:</b>	
<b>Role:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>Name of Nottinghamshire County Council visiting officer:</b>	
<b>Role:</b>	
<b>Is this visit announced or unannounced?</b>	
<b>Grant Aid (per year):</b>	

**Reminder:**

- If you require any additional information to help you to prepare for your visit, have a look on One Space.
- As you prepare to visit, you may wish to make a note of additional things to discuss / follow up during the visit. For example, you may want to follow up some information provided by the group in their IMR (Interim Monitoring Report). Colleagues can access the IMR / AMR completed by each group – and other information via One Space.

**Preparation notes / reminders (optional):**

**SECTION 2: Agreement Schedule 1 Review**

2a. Re: Schedule 1 of the GA Agreement: discuss how the group/organisation is progressing toward achieving the stated outcomes. Is the group on track to achieve their objectives?

YES / NO

2b. If the response to Q2a. is 'YES', please provide some examples about specific achievements that the group is particularly proud of:

2c. If the response to Q2a. is 'NO', please provide further information (e.g. what are the issues/challenges/concerns? How can / will they be addressed? What support would help the group? Who can provide the support?)

**SECTION 3: compliments and/or complaints from service users/the public/other organisations**

3a. Has the organisation received any compliments during the monitoring period?

YES NO (If 'YES', please provide details / an example below):

3b. Has the organisation received any complaints during the monitoring period?

YES NO (If 'YES', please provide details below):

**SECTION 4: Discussion and/or observation of service / activity funded by Grant Aid (this can be with service users and / or volunteers), where appropriate / practicable.**

4a. Number of service users observed:

4b. Number of volunteers observed:

4c. Discussion points / feedback / comments with service users and / or volunteers:

Attach additional sheet if required.

**SECTION 5: Compliance monitoring**

**Documentation check:**

- Note that good record-keeping is an indication of good governance – and is also a requirement of the Grant Aid Agreement.
- Please ask to see the relevant policies, procedures, documents / records, as appropriate & note any comments.
- Attach additional information if required.

	Y/N	Comments
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**Insurance**

• Insurance: Is the insurance certificate displayed – can you see it?		
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**Safeguarding policy & procedure**

• Is the appropriate safeguarding policy (CYP and/or vulnerable adults), available to see?		
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• Is the safeguarding procedure (CYP and/or vulnerable adults) available to see?		
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**Health and safety policy**

• Is the H&S policy available to see?		
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• Are the Health & safety procedures clear (e.g. arrangements for emergency evacuation - are they clearly stated?)		
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• Does the group / organisation have a risk assessment policy? (Note: this may be part of the overall H&S policy).		
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• Are the risk assessments available to view?		
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**Equality & diversity policy**

• Does the group / organisation have an equality & diversity policy – and is it available to see		
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**Volunteering policy**

• Does the group / organisation have a volunteering policy – and is it available to see?		
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• Does the group / organisation have volunteer procedures in place (e.g. for recruitment, induction and on-going training?); And are these procedures available to see.		
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**Minutes of meetings**

• Are minutes of meetings available to see for the last 12 months (approx.)?		
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**Additional information / comments (optional):**

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**SECTION 6: Other service specific monitoring (if applicable)**

**Additional service specific monitoring\* (if applicable)**

*\*Lead Officers - please record any additional service specific monitoring here – this is any additional monitoring information requested by your NCC department:*

**SECTION 7: Comments (optional)**

Is there anything else, not already covered, that the Group/Organisation – or visiting officer would like to discuss?

**SECTION 8: Action points**  
Please record any agreed actionsResponsibility  
(who)

By (date)

SECTION 8: Action points Please record any agreed actions	Responsibility (who)	By (date)

**SECTION 9: Confirmation of visit & declaration**

Signature of Nottinghamshire County Council visiting officer:

Date:

PRINT NAME:

**Group / organisation declaration: To the best of my knowledge, I confirm that the Group / Organisation is:**

- Using the Grant Aid for the purpose(s), as specified in the Grant Aid Agreement
- Operating in line with the Grant Aid Agreement
- Keeping records in accordance with the requirements of the Grant Aid Agreement

Signature of Group / Organisation representative (note that confirmation of agreement to this completed monitoring visit form and declaration can be provided by email):

Date:

PRINT NAME:

**Nottinghamshire County Council Visiting Officer:**

Reminder: please upload this completed monitoring form to the Group record in One Space.  
If you have any queries about this, please contact the Community & Voluntary Sector Team:  
[cvs.team@nottscc.gov.uk](mailto:cvs.team@nottscc.gov.uk)