

Community Support for Stalled Spaces

MONITORING FORM

1. ORGANISATION DETAILS	
Name of Organisation	
Address	
Phone	
E mail/Website	
Contact Name	
Stalled Spaces Reference No. (see approval letter)	
2. PROJECT OVERVIEW & MANAGEMENT	
2.1 Please give an overview of the project.	
2.2 How did Stalled Spaces support benefit the project?	

2.3 Is there a steering group that manages the project? Please outline management structure for the project and the total number of people involved.

2.4 What is the frequency of management meetings held for the project? What's the average attendance at these meetings? Number attending and minutes of these meetings should be available for inspection.

3. PROJECT IMPLEMENTATION

3.1 Has the project been fully implemented as detailed in the application?

Yes

No

3.2 If no, please explain why.

3.3 Please tell us if you feel anything further could have been done to help you implement the project more successfully.

3.4 Please provide key dates in the implementation of the project – start dates, launch dates, any other important milestones.

3.5 Did the initiative start and finish within the timescales outlined in your application for funding?

Yes

No

3.6 If no, please outline why.

4. PROJECT MAINTENANCE

4.1 Have maintenance arrangements been put in place?

Yes

No

4.2 If yes, please provide a brief summary of the maintenance arrangements – who does the maintenance, type of work involved, and frequency of maintenance.

4.3 If no, please explain why.

5. PARTNERSHIPS & COMMUNITY ENGAGEMENT

5.1 Did your initiative work in partnership with other agencies?

Yes

No

5.2 If yes, please list agencies involved, the role which they undertook and the benefits achieved by partnership working.

Agencies involved & their respective roles:

Benefits achieved by Partnership working:

5.3 Have volunteers been involved in the initiative? If yes, please indicate the number and a rough estimate of total hours devoted to the project so far.

5.4 How has the project benefited from the involvement of volunteers?

5.5 How have the volunteers benefited from participating in the project? You are encouraged to include any quotes from participating volunteers on the benefits of involvement.

5.6 If no volunteers were engaged in the project, please explain why.

6. FINANCE AND VALUE FOR MONEY

6.1 Have you spent all funding awarded to you?

Yes

No

6.2 Please provide a break-up of how the Stalled Spaces funding was used in the project.

Stalled Spaces funding approved (£)

Stalled Spaces funding spent (£)

Any underspend (£)

Project Items

Stalled Spaces Funding Spent (£)

Total (£)

6.3 Did you secure other funding / support for this initiative from other sources?

Yes

No

6.4 If yes, please provide details of other funding secured for the project.

Source of funding

Funding Secured (£)

Total (£)

6.5 Please provide details of other in-kind funding secured for the project – volunteer hours

Type	Number of volunteers	Hours dedicated to project
Skilled Labour		
Un-skilled Labour		
Professional Services		
Total		

6.6 Please provide details of other in-kind funding secured for the project - materials, donations, etc.

Item	Estimated Monetary Value (£)
Total Value (£)	

7. COMMUNITY-WIDE BENEFITS

7.1 In a few lines, please describe how the project has improved the space.

7.2 In a few lines, please describe how the local residents have benefited from the project. You are encouraged to share quotes from project participants, users or other beneficiaries.

7.3 If your project was for a temporary use, is there any project legacy? Have any long term connections been made that are continuing to benefit the community?

7.4. Target Groups - Please indicate which, if any, of the following groups have been specifically targeted in this initiative.

Target Group		Target Group	
Criminal Justice		Young Children Preschool (aged 0-4)	
All local residents		School age children (5-15)	
Minority Ethnic communities		Young People (12-19)	
Women		Working age people Male (16-64) / Female (16-59)	
Men		Older People Males 65+ / Females 60+	
Disabled people		Single Parents	
Lesbian, Gay, Bisexual, Transgender		Families	
Religion and Belief		Substance misuse (alcohol, drugs, etc.)	
		Other (please specify	

7.5 Please describe how the initiative has assisted the groups you have picked from the list above and if they feel that the project has addressed any of the challenges they may have experienced by belonging to one of those target groups.

8. EVIDENCE

Please share photos of the project in various stages of completion (before & after), of volunteers participating, local community using the space, etc. Please also provide any striking quotes from participants, any documentation undertaken of the impacts of the project – surveys, etc.

Please also complete Appendix 1: Equality Information.

SECTIONS COMPLETED CHECKLIST – Please check if you have completed all the sections above before emailing it to Stalled Spaces.

No.	Section	Check if complete
1	Organisation Details	
2	Project Management	
3	Project Implementation	
4	Project Maintenance	
5	Partnerships & Community Engagement	
6	Finance And Value For Money	
7	Community-Wide Benefits	
8	Evidence – Pictures, Quotes & Documentation	
Appendix 1: Equality Information		

REPORT COMPLETED BY (Please Print name)

REPORT COMPLETED BY (Please Sign name)

DATE

EQUALITY INFORMATION

Appendix 1

This section has been included to enable a clear picture of the people who have benefited from the small grants fund. Please provide the information, if available.

GENDER	NUMBER
Male	
Female	
ETHNIC GROUP	NUMBER
A : WHITE	
Scottish	
English	
Welsh	
Northern Irish	
British	
Irish	
Gypsy / Traveller	
Polish	
Any other white ethnic group	
B : MIXED OR MULTIPLE ETHNIC GROUPS	
B1: ASIAN	
Pakistani, Pakistani Scottish or Pakistani British	
Indian, Indian Scottish or Indian British	
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Chinese, Chinese Scottish or Chinese British	
B2 : AFRICAN	
African, African Scottish or African British	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
B3 : OTHER ETHNIC GROUP	
Arab	
Other	
AGE	
0 – 4 years	
5 – 15 years	
16 – 19 years	
20 – 24 years	
25 – 39 years	
40 – 59 years	
60+	

RELIGION, RELIGIOUS DENOMINATION OR BODY	NUMBER
None	
Church of Scotland	
Roman Catholic	
Other Christian	
Muslim	
Buddhist	
Sikh	
Jewish	
Hindu	
Pagan	
Another Religion	
DISABILITY	
No disability	
Visual	
Hearing	
Learning Disability	
Mobility / Other physical impairment	
Mental Health Problem	
Long Term Illness	
Other Degenerative Condition	
Social, Emotional, Behavioural Difficulties (eg Autism)	
Epilepsy	
Language / Communication Disorder	
SEXUAL ORIENTATION	
Bisexual	
Gay Woman / lesbian	
Gay Man	
Heterosexual / Straight	
Other	

Development and Regeneration Services

Privacy Statement for Stalled Spaces Programme

Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by Phone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your enquiry or application relating to Stalled Spaces Programme. We also use your information to verify your identity where required, contact you by post, email or phone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) and for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We may also share your some of your project details, pictures and any videos which you have provided for the promotion and marketing of the Stalled Spaces Programme.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** - You have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** - In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable.

If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

