

# Glasgow Communities Fund Annual Monitoring Report 2024/25

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| You have now completed the second year of the three-year Glasgow Communities Fund (GCF) programme (1 April 2023 - 31 March 2026).  The 'Mid-point Review' monitoring survey you submitted in October/November 2024 gave us an overview of your project's progress during the first six months of the financial year (1 April 2024 to 30 September 2024). We appreciate the summary data provided, which helped us understand your progress to date without delving into detailed specifics.  We now want to hear about the overall impact and delivery aspects of your project during the **12 month** period from **1 April 2024 to 31 March 2025**.    This is part of the GCF Performance Monitoring Framework, known as the Annual Monitoring Report. **Annual Monitoring Report (AMR)**The purpose of this online AMR is to gather information on how the Glasgow Communities Fund has been used to deliver the impacts/achievements identified in your original Application Form and Project Delivery Form, if applicable.  We will consider the information provided in your AMR alongside the information you provided as part of your GCF application submission, your Mid-Point Review report, together with any additional supporting information you provide, such as case studies etc.The information you provide allows us to understand any key issues and challenges your organisation has faced as well as any changes that had to be made to allow service delivery to continue. It will inform us of your project delivery successes and positive outcomes and enable us to share performance and outcomes with stakeholders. **You should complete and submit your AMR no later than 12 noon on Friday, 27 June 2025.**Please be aware that submission of the Annual Monitoring Report by the reporting deadline is a ***condition of your GCF grant***.  Non-compliance with Conditions of Funding may have an impact on any current GCF awards or future funding bids to the Council.  You will be able to access the ***Standard Conditions of Funding*** [***here***](https://www.glasgow.gov.uk/media/17516/Standard-Conditions-of-Funding-Feb-2025/pdf/Standard_Conditions_of_Funding_Feb_2025.pdf?m=1739459905990) – ref. Sections 9 and 21.We value feedback on your experience of using the AMR, including the questions asked and if you found the software easy to use. Your input will greatly assist the Council in shaping the future delivery the GCF Performance Monitoring Framework.  If you would like to tell us about your experience, please provide feedback to  **cesgrants@glasgow.gov.uk** |

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| **FAQs****The following information will provide you with some early guidance before you begin answering the questions, but if you need more information, please contact the Grants and Monitoring Team at** **cesgrants@glasgow.gov.uk** **Before you begin…****Q What timescales am I reporting on?**A The reporting period is 12 months from **1 April 2024 until 31 March 2025**.**Q When do I need to submit the completed AMR?**A You must complete and submit your AMR no later than **12 noon on Friday, 27 June 2025**. **Q Why do I need to complete this AMR when I’ve already completed a Mid-Point Review?**A The Mid-Point Review provides a progress update on the first 6 months of the financial year, enabling both projects and the Council to pick up on any early issues with service delivery and progress. This AMR is an extension of the Mid-Point Review and is designed to be more comprehensive, asking for details of impact and achievements for the year under the banners of:* Service Delivery/Staff
* Service Users
* Partnership Working and Volunteers
* Finance
* Governance

**Q How can I see all the questions being asked in the AMR to let me plan how best to fill the online form in?**A We have provided a blank Word document containing all the questions in this AMR which can be accessed before you start by clicking **AMR blank Word version 2024/25.** You can use this to gather all your information in draft form before transferring it to the online version. This will let you divide the form up if you need input from multiple colleagues or if you want to decide what information best answers each question. **Q What do I need to help me complete the AMR?**A Before you begin, you should have the following documents to hand to refer to: * Your GCF application/project delivery form
* Your most recent budget template
* Your grant award letter showing your 2024/25 award
* Your own monitoring databases and reports
* Your governing document (Constitution or Memorandum & Articles of Association)
* Award Letters from other funders
* Your recent Mid-Point Review.
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| **Completing the Online Form****Q How do I navigate through the form?**A The following instructions will help you with navigating through the report template. Mandatory QuestionsSome of the questions in the application form are mandatory.  These will be marked 'required' and mean that you must answer before you will be allowed to move to the next page.Navigating Through the Form**Please do not click your browser's 'back' button to navigate back through the application form**, as this will result in the loss of data already input. Instead use the **'Previous Page'** button at the bottom of each pageSaving Your ApplicationApplicants should save their application on a frequent basis by clicking on the **'Save and Continue Later'** link at the bottom of each page at any time whilst completing the application.  You will be asked to provide an email address to which you will be sent a link to allow you to return to this application where you left off.  **Q What additional reporting materials can I submit?**A You can add supporting information at **Section 8, Q13a - d, "Additional Evidence"**You can upload a maximum of **2 document files**, e.g., reports, case studies etc., each file sized less than 50MB in the file format pdf, docx, doc, odt or txt; and/or a maximum of **2 photo files** each file sized less than 50MB in the file format png, gif, jpg, jpeg.**Please note we are unable to receive uploaded videos at this time** however you can include links to videos on your own website and other channels. You can share these by clicking the link provided at **Q13d** and following the instructions.**Q What will you do with any additional information I submit with the report?**A We may use any relevant and appropriate additional supporting information to promote the work supported by the GCF on our public platforms. Please consider this, ensuring you have appropriate permissions in place to share case studies, photos and/or videos as these may be included in GCF related documents which are publicly accessible.  |

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| **Q How much information should I provide at Section 4 where I am asked to give details of programme delivery?**A We have provided the following examples below of the kind of responses we would expect to assist you.**Example 1****Please tell us about the project being funded by GCF. Include WHAT activities / services you delivered and HOW you delivered these. You also should include information on how you have made your services accessible and inclusive to all.**Anywhere Seniors Club delivered a programme of activities designed to promote health, wellbeing and inclusion for older people (65+) in the Anywhere Community and its environs.With support from HSCP, Age Scotland, Glasgow Life and the local schools, we have delivered 8 x 6 week blocks to an average of 25 people at each session.  The programme content was informed by a series of engagement sessions with the club members, using participatory appraisal tools such as discussion carousels, problem trees, daily rounds, bean voting/diamond ranking. We also arranged 1:1 discussions with our more vulnerable service users to talk about how best to support them to participate in the planning sessions and in the actual activities. All activities were designed to allow everyone to participate and consultation was arranged in advance to allow participants to determine their own levels. These engagement sessions allowed us to identify a number of accessibility considerations that the service users had including the need for hearing loops and a wheelchair ramp to enter any venues. We also learned that some participants found the social environment overwhelming initially and so we introduced a ‘buddy’ system to support these participants in socialising.We asked all service users what their priorities were for the coming year and how the programme can help them to meet these priorities. The priorities/activities identified included, but were not restricted to:**Physical and Mental Stimulation** - This included, tai chi, meditation, chair yoga, dancing through the years, quizzes, and a group project for each block e.g. concert, fundraising/awareness raising events. **Creative** - Crafts e.g. crochet, knitting, embroidery, painting/drawing, pottery, woodwork, creative writing.**Capacity Building** - Digital skills, personal development, journaling, cultural visits to places in Glasgow which members could visit again on their own or in a small group if they chose.  |

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| **Example 2****Please tell us WHERE and WHEN you delivered these activities / services.**All activities were delivered within the Anywhere Seniors Club venue at 2a Nowhere Street, Glasgow, between **9.30 and 2.30**. Each session usually lasts about 1 hour but we’ve built in some extra time at the end of the day in case it’s required. A socialising room with tea and coffee is also available throughout the day for anyone who doesn’t want to join in with the activities but would like some company.The activities were booked in advance to allow a fair distribution of allocated places and also to see if anyone needed additional support to engage with the activities. This support included physical as well as being a buddy for those who find being in a social environment challenging.An example is provided below of the timetable from **Block 1** which ran from week beginning **20 May 2024 – 1 June 2024**. The other 7 blocks were programmed in a similar manner **Monday**Journaling - Thoughts from the weekend, goals for the week.Tai Chi - An easy start to the weekLunch club - Healthy eating/refuellingBig Band Dancing - Music from Glen Miller/ Buddy Holly/The Big Bopper **Tuesday**Chair Yoga  - Delivered by qualified Yoga instructorKnitting and Knattering - Work on the club project to create 25 baby blankets to be donated to the local NICULunch club - International Lunch Day – Italy, Spain, Greece, Ukraine Carpet bowls - Spring Bowling Competition for the Anywhere Senior Bowling Cup**Wednesday**Quiet reflection/meditation - Led by qualified instructorsSalsa Dancing - Led by qualified instructorsLunch Club -Book Club/Coffee and Cake - Cakes are made by club members on a rotational basisIntergenerational Club - Young people from the local youth club join the Seniors for a range of activities including crochet/knitting, reminiscence, and socialising. **Thursday**Digital Classes - Emails, social media, live streaming, facetime etc.Cooking for yourself - Particularly aimed at people who live on their own.Lunch - Cultural visits within Glasgow - We visited Provand’s Lordship, Glasgow City Chambers, Mitchell Library, Fairfields Museum, the Riverside Museum and took the Big Red Bus for a tour around the city. **Friday**Chair Dance - Led by a qualified instructorMeditation - Led by a qualified instructorLunch -Singsong and a dance - Karaoke provider provided equipment for the singsong and a local band played all their old favourites from times gone by e.g. The Beatles, Elvis Presley, Roy Orbison, Bee Gees, David Bowie, Marc Bolan, Village People, Kiss etc.**Saturday (one off at the end of the block)** Fundraiser - This block we held a Funfair themed day for all the community.  There were bake sale stalls, circus skills, bingo, raffles, crafts for sale, cookery demonstrations, a café, magicians, gardening demonstration and plant sales.   |

## ABOUT YOU

### 1. Please tell us the following

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| Project Reference Number on award letter, e.g., 000/23 |

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| Name of Organisation |

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| Name of Project |

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| Your Name |

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| Your Designation |

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| Your Contact Telephone Number |

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### Your Email Address - to be used for communications regarding this Annual Monitoring Report. (Please ensure contact details for your project are always up to date to ensure you receive all communications regarding your award)

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### 2. Which Funding Programme does your award come from? This information can be found on your Grant Award Letter. Please select all that apply.

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|      | Glasgow Communities Fund - GCF - North West |
|      | Glasgow Communities Fund - GCF - North East |
|      | Glasgow Communities Fund - GCF - South |
|      | Glasgow Communities Fund - GCF - Citywide |

## PROGRAMME DELIVERY

**In this section please tell us about your project service delivery during the reporting period.**

**You should provide details of the activities you delivered, who you worked with to deliver them, how many times per week/month/year, where and when the activities were delivered and who took part.  You can refer to the example provided in the FAQs at the start of this form for help with how to answer this question.**

### 3a. Please tell us about the project being funded by GCF. Include WHAT activities / services you delivered between 1 April 2024 and 31 March 2025 and HOW you delivered these. You also should include information on how you have made your services accessible and inclusive to all. (1000 words maximum)

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### b. Please tell us WHERE and WHEN you delivered these activities / services. (1000 words maximum)

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### c. Were there any changes to the following since the submission of the Mid Point Review in November 2024?

|  | Yes | No |
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| Geographic area of delivery  |      |      |
| Geographic area of operation  |      |      |
| Outcomes/Impacts |      |      |
| Programme of activity  |      |      |
| Service User Protected Characteristics (e.g. working with additional/different characteristic groups than originally reported)  |      |      |

If you answered 'yes' to any of the above, please provide details below including the reason/s and the impact/s of these changes (250 words maximum):

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## ABOUT YOUR SERVICE USERS

**In this section we ask you to provide information about the beneficiaries who use your project.  A beneficiary may be an individual person or organisation depending on the type of service you offer. This includes the number of individual people you have worked with, or if you are providing services only to organisations and not individuals, please provide the number of individual organisations that you have engaged with during the funding period. If you have provided support to both, you should include both in your figure below.**

**You are also asked to tell us which protected characteristic groups they belong to or support (click** [**HERE**](https://www.gov.uk/discrimination-your-rights) **to see a list of the protected Characteristics), and where they are based.  To help you with this, you can access an interactive map which shows which postcodes are in which wards by clicking** [**HERE**](https://glasgowgis.maps.arcgis.com/apps/webappviewer/index.html?id=5831b000dd3f4b8a84c1f0ae3ee42e31)

### 4a. Please provide the total number of beneficiaries you have engaged with during the funding period (01/04/24 – 31/03/25). If the answer to this question is 'none' please input 0 to the box.

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### b. To help us understand the type of beneficiary you support, please tell us if the beneficiaries are individuals and/or organisations.  This should be a breakdown of the total figure at Q4a above.

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| Individuals |

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| Organisations |

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### c. Now that you have given us the total number of service users who benefitted from your project at Question 4a, we need to know which electoral wards benefitted. We need you to tell us how many of the service users came from each individual ward. This should cover the total funding period.

###  Please select each relevant ward where you delivered your project by inputting the number of service users that came from that individual ward.  We appreciate that this number may be an estimate. If no users came from a ward, please insert ‘0’.

**The total for this question should match the number of service users you provided at Question 4a.**

 **If you are providing services only to organisations and not individuals, please provide the number of individual organisations that you have engaged with during the funding period from each ward.**

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| Anderston/City/Yorkhill |

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| Victoria Park |

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| Garscadden/Scotstounhill |

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| Drumchapel/Anniesland |

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| Canal |

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| Partick East/Kelvindale   |

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| **\*Total (this must match Q4a):** **\*Please note this will****self-calculate in the online version** |  |

### 5a. How does the number of individual service users, or organisations, you are reporting at Question 4a. compare to the number of anticipated service users for Year 2 in your Application Form/Project Delivery Form?

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|      | About the same |
|      | More than anticipated |
|      | Less than anticipated |

Please explain any differences and provide the reason/s why (250 words maximum):

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### b. Has demand for your project been the same as you anticipated in your original application?

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|      | Yes |
|      | No |

If no, please provide reason/s for any difference (250 words maximum)

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### 6. Please select from the options provided below which descriptions best apply to your beneficiaries.  Please tick all that apply

**If your organisation provides support to other projects/organisations within the city please tell us, to the best of your ability, which beneficiaries from the list below their services are for.**

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|      | Early Years 0-5 years |
|      | Children 6-11 years |
|      | Young People 12-24 years |
|      | Working Age 16-64 years |
|      | Older People 65+ |
|      | Pregnancy and Maternity |
|      | Carers |
|      | Young Carers |
|      | Disabled Adults |
|      | Disabled Children/Young People |
|      | Minority Ethnic Communities |
|      | Asylum Seekers/Refugees |
|      | Families (including lone parent families) |
|      | Sex Based Groups |
|      | Households in Poverty |
|      | LBGTQ+ (including gender reassignment) |
|      | Lone Parents |
|      | Violence Against Women |
|      | Gender Based Violence |
|      | Homelessness |
|      | Addictions |
|      | Health Issues |
|      | Food Poverty |
|      | Other (please give details below):

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### 7. Tell us what *****practical***** steps your organisation takes to ensure that your services are representative, accessible and inclusive for all individuals, regardless of additional support needs and/or protected characteristics? This could include considerations relating to venues; transport and accessibility aids you provide/use. Other supports could be: co-design workshops, buddy systems, or providing translation services etc.

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## PARTNERSHIP WORKING AND VOLUNTEERS

**In this section please tell us about any partnership working, including Council Family, and volunteer activity during the funding period.**

**Council Family comprises of:**

**·       Glasgow Health and Social Care Partnership**

**·       Glasgow Life**

**·       Education Services**

**·       Financial Services**

**·       Neighbourhood and Regeneration Services**

**·       Chief Executive’s Office**

### 8. Please tell us about any partnership work or connections you may have with other third sector organisations or Council Family to deliver the GCF project. Tell us about your relationship with your existing partners and/or new partnerships you’ve started.

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### 9. Have you engaged volunteers during the funded year?

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|      | Yes |
|      | No |

Please note if you answer ‘No’, you will be taken directly to Q10.

### a. If yes, how many?

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### b. How do you recruit volunteers and what roles do the volunteers have within your organisation? Please include information on how you have made volunteering in your organisation accessible and inclusive.

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### c. Is the number of volunteers you are reporting at Question 9a. above the same as you anticipated in your original application form?

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|      | Yes |
|      | No |

If no, please provide reasons for any difference (250 words maximum):

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### d. Have you had any changes or challenges when recruiting volunteers e.g. has there been an increase or decrease of people looking to volunteer?

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## YOUR EVIDENCE AND IMPACT

**In this section, you should refer to Question 33 in your original application form and, where applicable, any subsequent amendments you informed us of in your Project Delivery Form.**

**We kindly ask that you avoid copying and pasting answers from your previous monitoring reports. Your unique and genuine responses are highly valued as they help us make sure our data collection is current and accurate.**

**10. Please tell us here about the progress in achieving the overarching GCF outcomes set out in your application form, from the list below. Please tick all that apply and provide a brief summary of how your project has worked towards each outcome identified.**

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|      | People and communities have access to services, support and opportunities that improve their lives and well-being. |

Brief summary of how your project has worked towards achieving this outcome (500 words maximum):

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|      | People and communities are more self-reliant and are better able to identify ways to improve and take control of their lives and well-being. |

Brief summary of how your project has worked towards achieving this outcome (500 words maximum):

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|      | People are better able to gain the skills, capacity, and confidence to play an active role in their communities. |

Brief summary of how your project has worked towards achieving this outcome (500 words maximum):

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|      | People and communities are better able to influence and participate in decision making and service development. |

Brief summary of how your project has worked towards achieving this outcome (500 words maximum):

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|      | People and communities are better able to identify and deliver solutions that meet their needs.  |

Brief summary of how your project has worked towards achieving this outcome (500 words maximum):

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|      | People and communities are better able to participate in the social, economic, and cultural life of Glasgow. |

Brief summary of how your project has worked towards achieving this outcome (500 words maximum):

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### 11. Please describe what real difference(s) you have made for your community during the funded year and what evidence has been collected to support this?****Please do not provide case studies at this question. You are able to upload additional evidence, including case studies etc at Q13.****

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### 12. Please detail how you have measured the outcomes and impact of your project as outlined in the previous two questions. What monitoring tools/methods did you use?

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## ADDITIONAL EVIDENCE

**In this section, you are welcome to submit supporting information such as reports, case studies and photos to demonstrate progress towards outcomes and impacts made in Year 2 of your Glasgow Communities Fund award.**

 **If you would like to submit a video showcasing your project, please include an online link only. Please do not upload any videos as the survey software cannot currently support this format.**

 **If you are providing supporting evidence in the form of photos or videos, you must ensure you have permission to share these and should check the declaration below to confirm this is the case.**

**Please Note: If the Declaration of Permission below is not checked, we are unable to accept your photos/videos.**

### Declaration of Permission We confirm that permission for the use of any attached case studies or images (either still or video) has been provided by the participants and/or their parents/guardians. We acknowledge that Glasgow City Council may use our submitted information publicly in the future to promote the impact and achievements of the Glasgow Communities Fund.

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|      | Yes |
|      | No |
|      | Not Applicable (we are not providing additional information) |

### 13a. Upload Supporting Pictures  You can upload a maximum of 2 files. These must be in the file format png, gif, jpg, jpeg; and each file sized less than 50MB.

### b. Upload Supporting Documents You can upload a maximum of 2 files. These must be in the file format pdf, docx, doc, odt or txt; and each file sized less than 50MB.

### c. Video Links If you would like to share a video of your project, please insert the link here e.g., Vimeo, YouTube, etc.

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### d. Case Study

### Have there been any positive situations arising from the work you have delivered during the funding period that you would like to highlight? You must anonymise names and identifiable circumstances within the case study.  Please note that we may seek your permission to use your case study as an example of impacts by GCF in promotional material/reports. (750 words maximum)

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## FINANCE

**This section focuses on the financial position of your GCF funded project during the funding period 2024/25.**

### 14a. Have you used any other funds to deliver this project during the funding period e.g. generated income, The National Lottery Communities Fund, Robertson Trust, Scottish Government, etc.?

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|      | Yes |
|      | No |

### b. If you answered Yes to the question above, please provide details below.

|  | Funding Name | Award Amount | Purpose of Award |
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### ****c. Total match funding (£) received from 01/04/2024 until 31/03/2025**** (please double check your calculations prior to submitting your report)

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### d. Please use the box below to tell us any other information about match funding: 250 words maximum

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### e. Please tell us if you have:

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|      | A deficit in match funding which has affected the delivery of the project described in the application form/project delivery form |
|      | Sufficient funding to deliver the project as agreed |

If you had a deficit in match funding, please provide the reason/s and impact below.

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### 15. Please tell us the number of staff who were involved in delivering the GCF project funded monitoring period and how they were funded.  You should provide a response for each field below, indicating N/A if no staff fall within this category.

|  | Not GCF Funded  | GCF part funded  | GCF fully funded | N/A |
| --- | --- | --- | --- | --- |
| Sessional |

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| Full-time |

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| Part-time |

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| **\* Partial - If a post is allocated to the project for a specific amount of time as part of its wider roll, e.g., Admin Officer is allocated 2 hours per week to the project.  The whole 2 hours is funded by GCF then you would select ‘Partial – GCF Fully funded’ option. If only part of the 2 hours is funded by GCF and the balance is funded from another source you should select Partial – GCF Part funded** |

## GOVERNANCE

**This section asks about your organisation’s governance arrangements during the 2024/25 funding period.**

### 16. Has your governing document changed or been updated during the 2024/25 funding period?

|  |  |
| --- | --- |
|      | Yes - please ensure you have advised GCC of the changes and have submitted your new/updated document |
|      | No |

### 17. Has your organisation made any other changes that we should be made aware of e.g. changes to governance structure, board members  etc.?

|  |  |
| --- | --- |
|      | Yes |
|      | No |

If yes, please provide details below: (250 words max)

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## SUMMARY

**Thinking about the overall outcomes you said you would deliver in your original application to Glasgow Communities Fund, please consider the following:**

### 18. Given everything you’ve told us throughout this survey, please tell us about any other unexpected challenges you've experienced during the funding period. (750 words max)

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### 19. Please tell us about any highlights and/or achievements during the funding period 2024/25.  (750 words maximum)

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### 20. Please share any further reflections on your achievements during the GCF funding period. 750 words max

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## CAPACITY BUILDING

**Our Capacity Building Delivery Partners, GCVS, CEiS, CEMVO and Volunteer Glasgow offer a variety of workshops, information and bespoke support, including but not restricted to, the following topics to organisations in Glasgow**

* **Digital Services Support**
* **Financial management**
* **Funding applications**
* **Governance review**
* **HR including contract changes and redundancy advice**
* **Monitoring and Evaluation**
* **Sustainability and business planning**
* **Volunteer support**
* **Human Rights and Equalities**

**For information click** [**here**](https://gcvs.org.uk/support/support-services/) **to go to the relevant page on the GCVS website.**

### 21. Have you sought capacity building support either from the listed partners above or from anyone else during the funding period 2024/25?

|  |  |
| --- | --- |
|      | Yes |
|      | No |

### b. Please give details of the support sourced and the benefit/s your project/service experienced as a result.

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### 22. Is there any capacity building support, not listed previously in this section, that you feel your organisation would benefit from?

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|      | Yes |
|      | No |

### b. if yes, please give details.

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## DECLARATION

### 23. I declare that the information provided in the form is accurate and complete, and that I have authority to submit the form on behalf of the organisation.

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| Name |

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| Designation |

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| Date |

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