**Digital Inclusion Innovation Fund**

**Monitoring and Evaluation Report**

This document is to be completed and submitted in January and upon completion of the project. **Part 6 should only be completed at the end of the project**.

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| **Project ID** |  |
| **Project name** |  |
| **Reporting period** |  |

**Part 1 - Inputs**

|  |  |
| --- | --- |
| **Detail the resources and time investments used to deliver the project over the reporting period.** | |
| **Type of input** | **Description of input** |
| Financial resources |  |
| Human resources |  |
| Partnerships |  |
| Assets |  |
| Other (please specify) |  |
| If the project inputs have been more or less than planned, explain the reasons for this. | |
|  | |

**Part 2 - Activities**

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| **Describe the main activities you’ve started, continued or finished during this reporting period.** |
|  |
| **If the project activities have been more or less than planned, explain the reasons for this.** |
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**Part 3 - Outputs**

|  |  |
| --- | --- |
| **What progress has been made towards delivering the project output KPIs, as identified in the project funding application?** | |
|  | |
| **Output KPI** | **Evidence of progress** |
| 1. |  |
| 2. |  |
| 3. |  |
| **If the project has achieved more or less than planned, explain the reasons for this.** | |
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**Part 4 - Who has benefited from your project?**

For each category give the number of people who have benefitted from your project during the reporting period. You should only give details of direct beneficiaries (the people who use the project), rather than any indirect beneficiaries (for example, their family).

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| --- | --- |
| **Age** | **Number** |
| Under 18 |  |
| 18-24 |  |
| 25-34 |  |
| 35-44 |  |
| 45-54 |  |
| 55-64 |  |
| 65-74 |  |
| 75-84 |  |
| 85+ |  |
| Total |  |

|  |  |
| --- | --- |
| **Gender** | **Number** |
| Male |  |
| Female |  |
| Other |  |
| Total |  |

|  |  |
| --- | --- |
| **Disability** | **Number** |
| Disability |  |
| No disability |  |
| Total |  |

|  |  |
| --- | --- |
| **Employment status** | **Number** |
| Full time |  |
| Part time |  |
| Retired |  |
| In education |  |
| Not working |  |
| Total |  |

|  |  |
| --- | --- |
| **Social Grade** | **Number** |
| AB |  |
| C1 |  |
| C2 |  |
| DE |  |
| Total |  |

**Please note:** Disability refers to specifically people with a physical or mental health condition or illness that has lasted or is expected to last 12 months or more, and the condition and/or illness reduces their ability to carry out day-to-day activities.

**Please note:** Respondents should refer to the Office for National Statistics for definitions of social grades. This information is available [here](https://www.ons.gov.uk/census/aboutcensus/censusproducts/approximatedsocialgradedata#:~:text=This%20is%20a%20way%20of,spending%20habits%20and%20consumer%20attitudes).

**Part 5 - Outcomes**

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| --- | --- |
| **What progress has been made towards delivering the project outcome KPIs, as identified in the project funding application?** | |
|  | |
| **Outcome KPI** | **Evidence of progress** |
| 1. |  |
| 2. |  |
| 3. |  |
| **If the project has achieved more or less than planned, explain the reasons for this.** | |
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**Part 6 - End of project review**

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| **Has your project brought about the changes that you expected it to? If not, why was this?** |
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| **Were there any unexpected positive or negative impacts from delivering this project?** |
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| **What have you done to ensure your project has a lasting impact after the funding from DSIT ends?** |
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| **What knowledge has been generated from delivering this project that could inform future digital inclusion activity?** |
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| **Are there stories or examples that illustrate the impact of the project on individuals or the community?** |
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| **How could the project be improved if the project was to be scaled or implemented elsewhere?** |
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