**Connecting Scotland – Digital Inclusion Fund**

**Monitoring and Evaluation Report**

This document is to be completed and submitted upon completion of the project.

|  |  |
| --- | --- |
| **Project ID** |  |
| **Project name** |  |

**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**

|  |
| --- |
| **Describe the main activities you’ve undertaken during this project.** |
|  |

**Part 3 - 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).

|  |  |
| --- | --- |
| **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 |  |

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

|  |  |
| --- | --- |
| **Category** | **Number** |
| Low-income household |  |
| Person with a disability |  |
| Gypsy/traveller community |  |
| People in insecure housing |  |
| Rural and island communities |  |
| Refugees |  |
| English as a second language |  |
| People experiencing homelessness |  |
| Lone parent family |  |
| Minority ethnic family |  |
| Families with a mother aged under 25 |  |
| Families with a child under one |  |
| Large families (3+ children) |  |
| Total |  |

**Part 4 - Project review**

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

|  |
| --- |
| **What was the benefit of this project for the people who engaged?** |
|  |

|  |
| --- |
| **Please provide three case studies that illustrate the impact of the project on individuals or the community.** |
| **1.**  **2.**  **3.** |

|  |
| --- |
| **Has your project brought about the changes that you expected it to? If not, why was this?** |
|  |

|  |
| --- |
| **What challenges did your project face during delivery and how did you overcome them?** |
|  |

|  |
| --- |
| **What have you done to ensure your project has a lasting impact after the funding ends?** |
|  |

|  |
| --- |
| **What knowledge has been generated from delivering this project that could inform future digital inclusion activity or to scale projects like this one?** |
|  |