# Glasgow Communities Fund (GCF) Mid-Point Review October 2024

## 1. INTRODUCTION

As we introduced the second phase of the Glasgow Communities Fund (GCF), you will be aware that we updated our Performance Monitoring Framework which includes a 'Mid-Point Review' with all GCF grant holders.

As we are now into year 2 of the 3-year funding programme, the purpose of this Mid-Point Review is to take a snapshot of progress since the start of the second year of funding to establish:

* if the required resources are in place, e.g. staff, venue, equipment etc
* if the target groups you identified in your application form have been engaged with
* how the programme of activity is progressing
* if the monitoring tools you need are still in place
* if you are on track to deliver your project as set out in your approved application form and, where applicable, your revised project delivery plan
* if there are any problems/issues/barriers you want to make us aware of
* if you accessed support from our Capacity Building Partners

## 2. FAQs

**The following information will provide you with some early guidance before you begin answering the questions, but if you need any more information, please contact the Grants Team at** [**cesgrants@glasgow.gov.uk**](mailto:cesgrants@glasgow.gov.uk)**.  
  
Q Why do I need to complete this Mid-Point Review?**  
  
As the Mid-Point Review is now part of the formal Performance Monitoring Framework, it becomes mandatory under the Council’s Standard Conditions of Grant (Section 9.1) applied to GCF  
  
**‘**9 Monitoring and Evaluation9.1 The Organisation must comply in full with any monitoring and evaluation requirements of GCC, and within the timeframes determined by GCC staff.  This includes, but is not limited to: submission of Monitoring Reports/Annual Accounts, compliance with Monitoring Visits carried out by GCC staff and any resulting Action Plans from these visits…’  
  
**Q What timescales am I reporting on?**  
The review reporting period is 6 months from 1st April until 30th September 2024.  
  
**Q How much information do I need to provide at this point?**  
We’re asking for a mix of data and narrative information to be provided on the following:

* Programme Delivery
* Resources
* Monitoring and Evaluation and
* Additional Support

There is also a section at the end where we ask you to tell us about your understanding and commitment to the **Fair Work Framework.**  
  
**Q Can I get a copy of the questions before I start filling in the answers?**  
Yes, a blank Word document containing all the questions can be found at this link (*Link*) which you can use to gather your information before transferring it to the online version.  
  
**Q Can I save the online version and go back to it once I’ve started?**  
Yes, there’s a link at the bottom of each page '**Save and Continue Later'.** When you click this, you will be asked to provide an email address.  A link to your partially completed Review will be sent to your email address from cesgrants@glasgow.gov.uk. **Please check your spam folder if you don’t receive the link within 5 minutes**. When you click the link provided it will take you back to the point in the Review where you left off.  If you need to save again, you will need to repeat this process with a new link being sent to you.  
  
**Q What additional reporting materials can I submit?**  
You can add \* supporting information at Section 7 Additional Information.  You are able to 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 or your own website and other channels. You can share these by clicking the link provided and following the given instructions.  
  
**\*Please ensure you have appropriate permissions in place to share case studies, photos and/or videos as these may be included in GCF reports and documents which are accessed publicly. .**  
  
**Q I haven’t used this kind of online survey before and I’m having problems or I need more information, who should I contact?**  
You can get in touch with the Grants Team at [cesgrants@glasgow.gov.uk](mailto:cesgrants@glasgow.gov.uk) - we’ll be happy to help you.  
  
**Q When do I need to submit the completed Review by?**  
You should complete and submit your Review no later than **12 noon on Monday, 18 November 2024**.

## 3. ABOUT YOU

### 1. Please tell us the following

|  |  |  |
| --- | --- | --- |
| Project Reference Number (can be found on your award letter) | |  | | --- | |  | |
| Name of Organisation | |  | | --- | |  | |
| Name of Project | |  | | --- | |  | |
| Your Name | |  | | --- | |  | |
| Your Designation | |  | | --- | |  | |
| Your Contact Telephone Number | |  | | --- | |  | |

### Your Email Address

|  |  |
| --- | --- |
| |  | | --- | |  | |

## 4. PROGRAMME DELIVERY

In this section we ask for information regarding your progress towards achieving your outcomes and objectives over the last six months.

### 2. Have you had to make any of the following changes to your project/service within the last 6 months?

|  | Yes | No |
| --- | --- | --- |
| Venue |  |  |
| Geographic/Ward areas covered |  |  |
| Target group |  |  |
| Programme content |  |  |
| Staff numbers |  |  |
| Staff roles |  |  |

If you selected yes to any of the above or if there are other changes not mentioned in the list above, please provide details below:

|  |
| --- |
|  |

### 3. How many service users have you engaged with in the last 6 months?

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 4.

### Thinking about your original estimation of service user numbers for year 2, please indicate to what level you are on track with your original estimation.

|  |  |
| --- | --- |
|  | On track as estimated |
|  | Higher than estimated |
|  | Lower than estimated |

If you have indicated higher or lower please give the reason for the variance:

|  |
| --- |
|  |

### If you have indicated higher or lower is this likely to impact on your original estimated number of service users in 2024/25?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not applicable |

If yes, please tell us what you revised estimated number of service users will be:

|  |
| --- |
|  |

## 5. RESOURCES/FINANCE

In this section, we will ask you about your budget and match funding.

### 5. Do you intend to request any changes to the approved budget for 2024/2025 or have you identified any underspend?

|  |  |
| --- | --- |
|  | Yes - please get in touch with the Grants Team at cesgrants@glasgow.gov.uk |
|  | Maybe - please get in touch with the Grants Team at cesgrants@glasgow.gov.uk |
|  | No |

### 6. If you identified match funding in your application form for 2024/25, how successful have you been in securing the overall anticipated amount?

|  |  |
| --- | --- |
|  | Between 76% and 100% secured |
|  | Between 51% and 75% secured |
|  | Up to 50% secured |
|  | No match funding secured |
|  | Not applicable (no match funding identified in application form) |

Please describe the impact of any match funding deficit on the programme/activities funded by GCF below:

|  |
| --- |
|  |

## 6. MONITORING AND EVALUATION

In this section we'll ask you about your monitoring and evaluation framework.  Please note if you need any support in setting up your framework, you can access our Capacity Building Programme for support at [www.gcvs.org.uk/supportoverview/](https://www.gcvs.org.uk/supportoverview/)

### 7. Do the Monitoring Tools/Systems you have in place, enable you to track your progress towards the GCF project outcomes, measure impact and report on your service users?

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

### If you answered 'No' above, do you need any help to develop a monitoring system?

|  |  |
| --- | --- |
|  | Yes - you can access our Capacity Building Programme for support at www.gcvs.org.uk/supportoverview/ |
|  | No help required |

## 7. ADDITIONAL INFORMATION

In this section, you are welcome to submit supporting information such as reports, case studies and photos to demonstrate progress made in the last six months.  
  
If you would like to submit a video showcasing your project over the last six months 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, please ensure you have permission and check the declaration below to confirm this is the case.

**Please Note: If the declaration is not checked, we are unable to accept the photos/videos.**

### ****Declaration****

### 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 support information publicly in the future to promote the impact and achievements of the Glasgow Communities Fund.

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

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

### Upload Supporting Documents You are able to 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

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

|  |  |
| --- | --- |
| |  | | --- | |  | |

### 8. Please use the space below to tell us more about the impacts of the last six months of your programme/activities funded by GCF that you haven't already covered elsewhere in this Review.

|  |  |
| --- | --- |
| |  | | --- | |  | |

## 8. CAPACITY BUILDING

All GCF recipients can access Capacity Building support from the GCF funded programme co-ordinated through GCVS.  You can access a range of support including workshops on funding and fundraising, managing staff, better governance; bespoke support to help identify where you may need support; and a library of written resources and advice etc at any point throughout the funding period.  As a funder, we are keen to support our grant recipients.  
  
Full details of support and training available can be seen at [www.gcvs.org.uk/supportoverview/](https://www.gcvs.org.uk/supportoverview/)

### 9. Have you accessed any of the following types of capacity building support in the past 6 months?  Please tick all that apply.

|  |  |
| --- | --- |
|  | Digital services support |
|  | Financial management |
|  | Fundraising and income generation |
|  | Governance review and board roles and responsibilities |
|  | HR including contract changes and redundancy advice |
|  | Monitoring and evaluation |
|  | Sustainability and business planning |
|  | Volunteer support |
|  | None |
|  | Other (please specify):   |  | | --- | |  | |

If applicable, please tell us if the support provided was useful and what impact the support had on your project:

|  |
| --- |
|  |

## 9. PUBLICITY

In this section we have included some information around services and strategies which have been prioritised by Glasgow City Council, as well as information on publicising GCC support on your promotional materials.

|  |
| --- |
| Glasgow Helps is a free, confidential service set up by the Council and GCVS to work directly with the people of Glasgow. It provides holistic support, information and advice on a wide range of issues, helping people to access the right support, in the right place, at the right time based on what matters to them. This could include access to financial wellbeing, health issues, transport, childcare etc.  We encourage all organisations to promote this service to clients, volunteers and staff who live within the Glasgow area.  Information regarding Glasgow Helps can be found at <https://www.glasgowhelps.org/add-a-service> or by contacting [glasgowhelps@gcvs.org.uk](mailto:glasgowhelps@gcvs.org.uk) |

### 10.

### It is a condition of GCF grant funding that you publicise the support of the Council on any online platform and all promotional material produced. You can do this by using the Glasgow City Council logo on promotional material and linking to our social media sites such as X (formerly Twitter), Facebook etc.  You can get a copy of the logo by contacting [corporateguidelines@glasgow.gov.uk](file:///\\CPFPSCL103S\CED$\Data\Ced-Central\SharedData\GCPL\HQ\GRANTS\corporateguidelines@glasgow.gov.uk). If you need any support to do this, please contact the Grants team at [cesgrants@glasgow.gov.uk](mailto:cesgrants@glasgow.gov.uk).

**Please indicate below where you currently publicise support from Glasgow City Council:**

|  |  |
| --- | --- |
|  | Promotional material |
|  | Facebook |
|  | Instagram |
|  | X (formerly Twitter) |
|  | Annual reports |
|  | Website |
|  | Other (please specify):   |  | | --- | |  | |

## 10. THE FAIR WORK FRAMEWORK

In the Fund Overview which accompanied the GCF application pack, Section 4 details Glasgow City Council's commitment to the criteria as set out in [The Fair Work Framework](https://www.fairworkconvention.scot/the-fair-work-framework/) (FWF)   
  
'As a minimum, the Council asks that any staff posts funded from the Glasgow Communities Fund are paid the real Living Wage and that gender equal pay is in place.The Council recognises that at the time of applying to Phase 2 of the Glasgow Communities Fund some organisations may pay their staff the legally required ‘National Living Wage’ and not the ‘Real Living Wage’ as set out in the Fair Work criteria...'  
  
'...For those organisations successful in applying to the Fund, the Council will seek to get an understanding of any barriers organisations face which prevent them from paying the Real Living Wage. This information will be picked up and considered as part of the Performance Monitoring Framework.It is expected that organisations commit to the principles of Fair Work First and seek to work towards paying staff the Real Living Wage during the course of their funding in Phase 2.'

### 11. In year 1, 91% of GCF grant holders reported paying staff at the Real Living Wage rate or above.  To allow us to establish the position in year 2, please indicate below if you currently pay staff at the Real Living Wage rate or above.

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not applicable (no paid staff) |

### If 'No' are there barriers which prevent you paying these rates of pay?

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

Please provide details of barriers below:

|  |
| --- |
|  |

## 11. AND FINALLY ...... FEEDBACK

In this section, we ask you to share your thoughts and experience of completing the Mid-Point Review using Smart Survey and whether you feel we are asking for a fair balance of information at this mid-way point in the financial year.

### 12. The Mid-Point Review was easy to complete using Smart Survey:

|  |  |
| --- | --- |
|  | Strongly agree |
|  | Agree |
|  | Neither agree nor disagree |
|  | Disagree |
|  | Strongly disagree |

If you chose 'disagree' or 'strongly disagree', can you give details below of what you feel needs to be changed?

|  |
| --- |
|  |

### 13. Do you think the amount of information you have been asked to provide is appropriate and proportionate?

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

If you answered no, please provide details below of how you think we can improve this:

|  |
| --- |
|  |