


# SIX MONTHLY MONITORING REPORT 2008

<b>Organisation</b>			
<b>Project</b>			
<b>Date sent</b>			
<b>Return date</b>			
<b>Guidance on completing this monitoring form</b>			
Please complete each section in respect of your organisation's activities, as specified in the signed Funding Agreement, for the relevant period. If you need help with completing this form, please contact Tim James on telephone number 01332 642658 or email <a href="mailto:tim.james@derby.gov.uk">tim.james@derby.gov.uk</a> . Please email completed returns, where possible. However, paper copies will also be accepted.			
Please remember to check that each section has been completed, <a href="#">and that details of two case studies are provided</a> , before returning the form:- Section A - Verification, Section B - Outputs, Section C - Equalities, Section D - Wards, Section E - Staff, Volunteers and Training, Section F - Other			
<b>VERIFICATION OF MONITORING INFORMATION</b>			
<b>I confirm that, to the best of my knowledge, the information in this monitoring form is an accurate record of this organisation's performance, in compliance with our Funding Agreement.</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Position in organisation:</b>			

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Outputs - please provide details of actual activity achieved															
Code	Output	Target	April	May	June	July	August	September	October	November	December	January	February	March	Total
1	E.g. total number of service users	Forecast													0
		Actual													0
2		Forecast													0
		Actual													0
3		Forecast													0
		Actual													0
4		Forecast													0
		Actual													0
5		Forecast													0
		Actual													0
6		Forecast													0
		Actual													0
7		Forecast													0
		Actual													0
Please explain below where actual outputs differ significantly from that forecast															