

Monitoring and evaluation checklist

To be ahead of the funding game don't forget;

A Strategic Plan



An Annual Report



A detailed project Action Plan using SMART



Detailed, audited accounts (both for your organisation and the individual funded project)



Demonstration of effective financial management systems



A Procedures Manual



To ensure all your staff understand the importance of M&E and their role/responsibilities.



To use a variety of ways to record progress (camera, video, case studies)



To ensure regular financial and evaluation reporting



To communicate progress to stakeholders, staff, participants and beneficiaries

