

LOCAL ALLIANCE TOOLKIT – STAGE 6 GRANT MONITORING & EVALUATION

**FRESH SFNE LOCAL ALLIANCE GRANT
EXAMPLE MONITORING AND EVALUATION FORM**

Fresh Admin Code

GRANT-RELATED ACTIVITY: Stop Smoking Support Brief Intervention Pilot Training Event.....

Objectives of Activity	Target Group	Implementation / Delivery <i>(date*/ partners involved)</i>	Success Indicators	Results / Evidence <i>(Collation of info - Please retain copy of forms used)</i>	Breakdown in Cost of Activity <i>(Please attach copy of relevant invoices / tracking of expenditure)</i>
Increase capacity of Stop Smoking Support in Mental Health Community Setting - Pilot training event on brief intervention	Community based staff (20)	- 20 Nov 2007 - 1 staff training event at MIND [local branch office] - Delivered by Local SSS	- Full attendance - List of trained contacts - Staff actively going on to deliver	- Attendance list collated by SSS / MIND - Numbers of staff delivering brief intervention - Referrals to SSS	- Free room hire (MIND) - Lunch/refreshments £90.00 - Training packs / materials £30.00

**Please remember to include start and finish dates, including year*