**Playworks Holiday Project 2024-2025 monitoring form - guidance**

This guidance will help you complete the monitoring form for Playworks 2024-2025. We are asking you to use this form to submit information about the different projects you have funded.

The form will ask you to record information separately for each project, and for each holiday period. So, for example, if you funded ten projects which each ran for three holiday periods, you would complete 30 different entries. This might sound like a lot, but each entry should be very quick to complete. Doing this will help us to understand how much provision is taking place throughout the year.

All the cells that you need to complete are highlighted yellow. Each row contains an entry, so one project for one holiday period.

The table below sets out the headings for each question we will ask you in the form. The second column includes some notes that explain what we are asking for, why we are asking for it, and how to fill it in.

If you have any other questions relating to the monitoring, please email

[research.childrenandfamilies@gov.wales](mailto:research.childrenandfamilies@gov.wales)

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| **Which local authority do you work for?  Please select from the list below.** | This question will help us to link your responses to your local authority area. This will help us to know how the provision relates to the funding you have received, but also to understand what provision is happening in different parts of Wales.  To respond, just select your local authority from the drop down list. |
| **What was the name of the project you funded?  Please write this in the box below.** | The projects you fund may be run in-house or may be commissioned from third parties. The idea of asking for a name is so that we can clearly separate different activities. Also, if you funded the same project across multiple holiday periods, including the name helps us to link these together.  This is a free text box, so you can write in the full name. |
| **If the organisation that delivered this project is registered with Care Inspectorate Wales, what is their certificate number?  Please write this in the box below.** | Some play providers will be registered with Care Inspectorate Wales. If you know that a provider is registered, please write their certificate number here.  This information helps us to understand how much provision comes from regulated providers and how much does not. This in turn helps us to think about our regulations. |
| **In which holiday period did the project run? If the project ran over multiple periods, please complete a new entry for each period.** | This field includes a drop-down menu with a list of holiday periods covered by Playworks 2024 – 2025. You should complete one row for each holiday period for each project, as is shown in the example in the spreadsheet.  The purpose of asking for this is to know how much provision takes place in each holiday period, but also to make it easier to record the numbers of attendees. |
| **How many children were supported through this project?   Please write this in the box below as a whole number.** | Asking for the number of beneficiaries is very important for us to be able to show that public money is being well spent, as well as for supporting the argument to continue this funding in the future.  The question is asking about how many children attended the project within the specified holiday period. This can be complicated where projects run across multiple sessions. Our recommended approach is to think about the nature of the provision and whether each session is likely to be different, and use your best judgement.  For example, for a forest school that runs for a week in which every day involves different activities, it would make more sense to count each child each time they attend. For a playgroup that runs in a community centre every day in half term and which has no structured activities, and for which children can attend multiple times, it would make more sense to include the number of children attending the whole week rather than attending each session (even if they only attended some sessions and not all).  For this question, please respond with a **whole number**, not a range or a description. For example in previous years we have asked this question and received responses like:   * “More than 200” * “400 – 1,000” * “More than last year”   We need a single whole number so that we can try to estimate take-up for Wales as a whole. If you include the types of responses shown above, we cannot analyse these and we have to delete them. This limits our ability to report on the programme as a whole.  We appreciate the challenges of providing a number of attendees for this type of provision, as providers will not necessarily keep registers and as many events will be open access. In those cases, please try to estimate how many children attended. You can ask providers to help to prepare this estimate.  If you are estimating how many children attended, please try to give an honest reflection. This estimate could be based on a rough headcount of children at a session, or on the total capacity of a venue where an event was full.  We will not use the responses to this question to make comparisons between different projects or between local authorities, we just want an estimate that enables us to consider how many people are being reached by the funding. |
| **How many adults (parents, guardians or family members) attended activities through this project?  Please write this in the box below as a whole number.** | Please see the guidance relating to children above. Some provision will not be accessible to parents and so in many cases this may be “0”. |
| **What languages were used to deliver the project?  Please write all languages in the box below.** | Please write in each language that was used as part of the session in the box here. Ideally, you could write these as a list with commas in between, for example:  “English, Welsh”  This will help us to understand how this provision is supporting the national aim of increasing the use of the Welsh language, as well as helping us to understand how accessible provision might be for families using other languages, for example as recent migrants to Wales. |
| **What was the age range of children and young people taking part in the project?** | This question provides a drop-down list with a set of options. You can select one of these options, or you can select ‘Multiple age ranges’ if children attending covered multiple ages.  The purpose of this is to help us to understand where there is provision that is targeted at particular ages, and to look for potential gaps in provision that we can try and address in future. |
| **What was the primary purpose of this project? If you can't see the purpose in the list below, please write it into the next column.** | This question includes a drop-down list with a set of options for primary purposes. These purposes are the same as those that have been included in previous rounds of Playworks funding.  There is an ‘Other’ column if you want to add something that is not included here. |
| **What type of provision was funded through this project? If you can't see the type of provision in the list below, please write it into the next column.** | This question includes a drop-down list with a set of provision types. These are the same as those that have been included in previous rounds of Playworks funding.  There is an ‘Other’ column if you want to add something that is not included here. |
| **Did you provide food?** | We are asking about food provision to understand how Playworks provision relates to other food initiatives, such as SHEP. This is a ‘yes/no’ question, so select ‘yes’ if any food (including meals or snacks) was provided to attendees. |
| **If you provided food, how was this provision funded?** | We are asking about food provision to understand how Playworks provision relates to other food initiatives, such as SHEP.  We are interested in how food was funded so that we can understand how different programmes might support one another. |
| **Please provide a summary description of each of the activities you funded as part of this project. Please complete one entry for each Project or organisation that you funded.  There is no word limit, but you are only expected to provide a summary. In particular, we are interested in - the target groups for the Project, and  - the impacts that you think the Project has had.** | We are asking you to provide a short summary of the activities that took place through the projects you funded.  As described, we want to know more detail about who the project was for and what impact you think it had. Also, you can use this space to tell us about any difficulties or challenges, or anything else you think we should know. |