

Project Support

Support area	Hall Aitken	Grants Officer
<i>Project implementation support</i>		
Recruitment of staff – legal issues e.g. job descriptions, contracts		✓
Recruitment of staff – practical issues e.g. where to advertise	✓	
Volunteer recruitment	✓	
Changes to project plan, outcomes and milestones		✓
Changes to activity and output targets	✓	
Targeting and engaging beneficiaries	✓	
Other legal issues – H&S, insurance, liability, child protections		✓
<i>Project management support</i>		
Submitting claims, drawing down grant		✓
Filling in Six monthly and Annual reports		✓
Legal issues – change of use of grant		✓
Staff and volunteer development	✓	
Partnership agreements		✓
Marketing support	✓	
Financial record keeping and budgeting	✓	✓
Application of delivery model	✓	
<i>Self-evaluation support</i>		
Assistance with questionnaires, sampling etc...	✓	
Assistance with data storage and analysis	✓	
Value Mapping support and troubleshooting	✓	
Additional monitoring and self-evaluation tools	✓	

Support area	Hall Aitken	Grants Officer
Assistance with using the Most Significant Change tool	✓	
<i>Project exit routes</i>		
Terminating staff contracts		✓
Terminating partnership agreements		✓