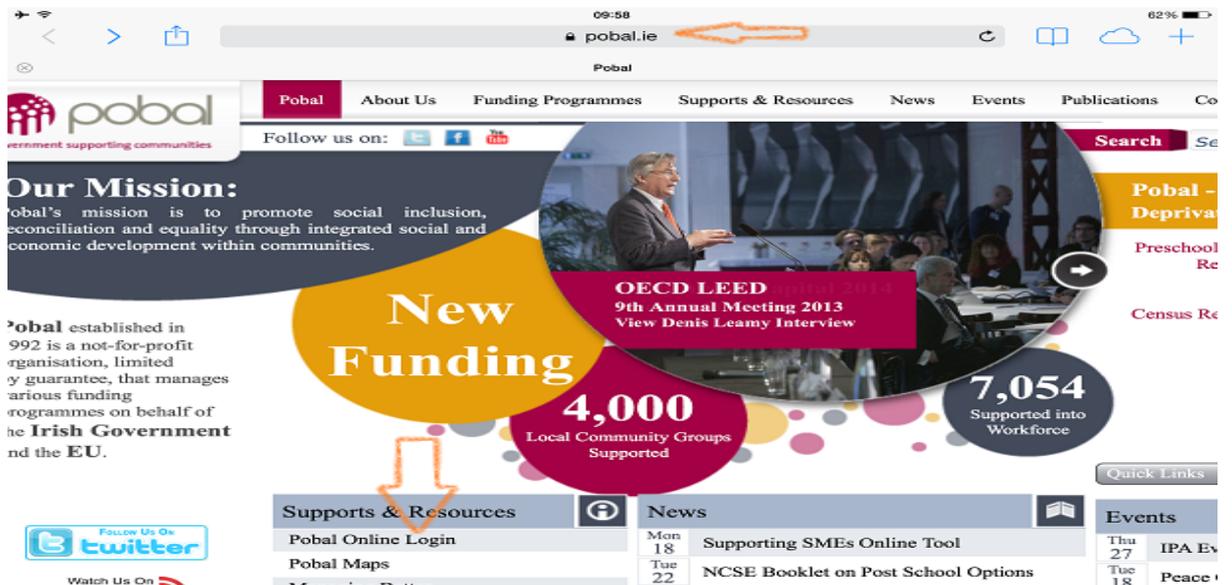


*Youth Café Capital Programme Monitoring Report

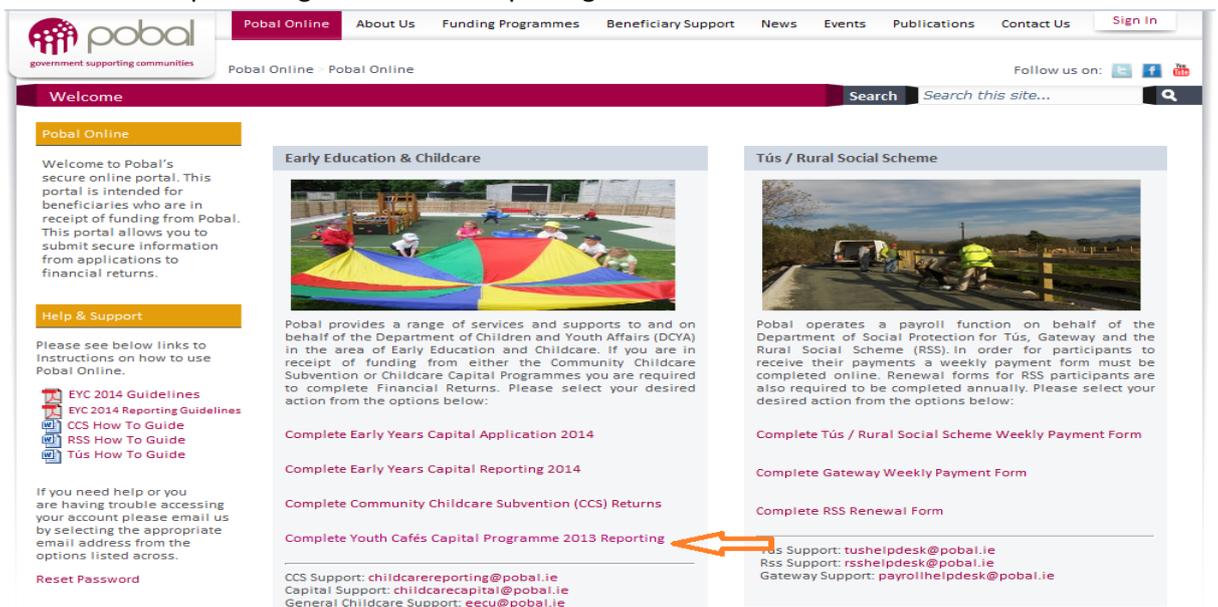
Guidance Notes

1. How to log on to Youth Cafe Capital Programme 2013 online reporting

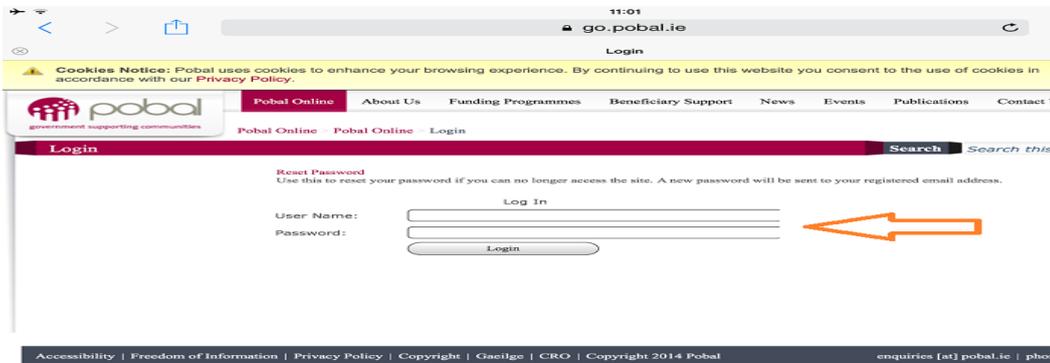
- Launch your web browser application*. (Recommend you use Windows Internet Explorer 7 or above)
- Log onto the Pobal website at www.pobal.ie - Under the banner called 'Supports & Resources' click on the link underneath called 'Pobal Online'. Alternatively, you can click on the following link <https://go.pobal.ie/PobalOnline/Pages/Welcome.aspx> which will bring you into the home page as shown below.



- When you click on the 'Pobal Online Login' link (as shown above with an arrow), you will see the following screen display with a number of options. Click on the link that reads 'Complete Youth Cafés Capital Programme 2013 Reporting'.



- d. You will be prompted for both a username and password (which is individual to your group).
 *Please use ONLY the username and password provided to you by Pobal.
 *If you forget your password, please request a new one by clicking on the ‘Reset Password’ link on the login screen.



- e. Once you enter your username and password successfully you will be brought back to the page shown in the screenshot in (c) above. Click again on the link that reads ‘Youth Cafe Capital Programme Reporting 2014’ and it will bring you to the following page where links to your forms will be waiting for you to complete.
- f. To log out of the Pobal online go to the top right hand of your screen where you will see your a ‘Sign Out’ button. Click this and then simply close your web browser application.
- g. It is recommended that you create an **Internet Favourite** so that you can return to this website in the future. The favourites tab can be found on the toolbar displaying horizontally across the top of your screen.

2. How to access your Youth Cafe Capital 2013 Programme Monitoring Report

- a. Once you have logged in successfully, you are brought to the homepage of the Youth Cafe Capital 2013 Programme Online Reporting page. On the left of this page, you are will see three options listed:
1. Youth Cafe New – Click here to view link to new forms.
 2. Youth Cafe Draft – Click here to see forms that you have worked on and ‘saved as draft’.
 3. Youth Cafe Submitted – Click here to view forms when submitted.
- The window (as shown below in the screenshot) will display a link to the form in the centre of the screen starting with your project ref number followed by whether form is a monitoring form or expenditure form and the period of reporting. You click on this link to open your monitoring and/or expenditure report.



- b. The monitoring report is divided into nine sections that include: project details, contract requirements, opening hours, service users, activities, referrals, management and decision-making, staff development and additional project information. The information provided in this form should relate to **all service users, staff and service delivery since the beginning of the new youth cafe service up to end September 2014**. The sections referred to above are further explained in section 3 below.
- c. The following ribbon that appears along the top of the form and beneath allows projects to;



Save as draft – By clicking on the ‘Save as Draft’ button on top left hand corner of form. This must be done before the form is closed otherwise all data will be lost.

Submit – This can be done by pressing the ‘Save’ button. You will see a message box appearing saying ‘Thank You for submitting your Youth Cafe Capital Programme Monitoring Report’. **If form is closed without pressing the ‘Save’ button all data will be lost.**

3. How to complete your Monitoring Report

Form (Section 1) – Project Information

Performance Monitoring Template Progress/Output Report Youth Capital Projects	
Section 1 - Project Information	
Deadline Date	30/09/2014
Ref No.	7000-14
Project Name	Test Group
Email	kmcgrory@pobal.ie
Project Type	Select...
Is the premises	Select...
Contact Person	
Telephone	

This section will hold information on your project such as project name, address etc. Some fields are pre-merged for your convenience e.g. ref. no. and project name. Please always provide these when contacting Pobal regarding any aspect of your project and inform us of any changes to the project name immediately to ensure our records are up-to-date. You will be asked to provide a contact name, telephone and email address. We recommend that these details should be those of the person who is completing the form to allow Pobal staff contact you should any queries arise regarding the information submitted.

Select one option from the menu for project type and premises ownership (if 'Other' is selected please explain using the field provided ('please specify')).

Form (Section 2) – Contract Requirements

Section 2 - Contractual Requirements

Have all project-specific conditions of your Grant Agreement (section 2.4) been met Yes No

If no, please detail progress on those not yet completed

Is your renovation/building work complete Yes No

If no, please provide an update on the progress of the work, when it will be completed and when your service will be in operation. If Yes, please proceed and complete the rest of the template

This section deals with the project-specific contract conditions in your grant agreement and asks for an update on the progress of building/renovation work. If the answer is no to any of these questions then you must provide a rationale or update on progress.

Important - You will not have to complete the remaining sections of the form if you answered 'No' to questions in section 2.

If your service is operational you must proceed to next section.

Form (Section 3) – Opening hours

Section 3 - Opening Hours

Number of hours the service is open during school-term time and non-term (holiday) time:

	Term-time			Non-Term time		
	From	To	Hours	From	To	Hours
Monday	▼	▼		▼	▼	
Tuesday	▼	▼		▼	▼	
Wednesday	▼	▼		▼	▼	
Thursday	▼	▼		▼	▼	
Friday	▼	▼		▼	▼	
Saturday	▼	▼		▼	▼	
Sunday	▼	▼		▼	▼	

How many hours each day is the youth café 'open access', and in use for a specific purpose/group?

	Term-time		Non-Term time	
	Open access	Specific Use	Open access	Specific Use
Monday	▼	▼	▼	▼
Tuesday	▼	▼	▼	▼
Wednesday	▼	▼	▼	▼
Thursday	▼	▼	▼	▼
Friday	▼	▼	▼	▼
Saturday	▼	▼	▼	▼
Sunday	▼	▼	▼	▼

This section has two parts regarding opening hours. The first part asks for details of the opening hours of the service during school term-time and non-term time (holiday). The second part asks for the number of hours the service is 'open access' or in use for a 'specific purpose/group' during term-time and non-term time.

NOTE: each field must contain a numerical value and should be left as '00:00' if the service is not open/used on a particular day.

Form (Section 4) - Service users

Section 4 - Service Users		
	Term-time	Non-Term time
On average (multiple uses by the same young person), how many young people attend the youth café each week, both during school term-time and non-term (holiday) time?	Number <input type="text"/>	Number <input type="text"/>
Counting each young person only once (i.e. unique users), on average how many young people attend the youth café each week, both during school term-time and non-term (holiday) time?	<input type="text"/>	<input type="text"/>
Looking at the balance of young people who attend the youth café once a week or more often, select the most representative statement:	Select... <input type="text"/>	
What is the target age group of young people who attend the youth café?	Years of age From <input type="text"/> To <input type="text"/>	
Number of young people from different social/cultural backgrounds or disadvantaged groups regularly (weekly or monthly) using the service <i>The same person may be included under more than one named category</i>	Number	
Young Travellers	<input type="text"/>	
Young People with a Disability	<input type="text"/>	
Lone Parents	<input type="text"/>	
Early School Leavers	<input type="text"/>	
Other disadvantaged groups <i>(please specify)</i>	<input type="text"/>	

This section looks at the numbers of young people who attend the youth café service, age, gender and social/cultural background since it was built/enhanced.

The first two questions in this section ask you to give an average of the overall numbers attending each week (multiple uses by the same person can be counted) as well as the number of unique individuals who attend at least once a week (counting each person only once) both during term-time and non-term time. For example, you may have an average of 40 young people attending each week and an average of 25 unique individuals attending each week.

NOTE: Each field must contain a numerical value and should be left as '0' if there are no users.

The remaining questions in this section ask you to select the gender statement that best describes the male / female balance. Input the age range that your service is targeting. Input the numbers of young people belonging to each of the categories who regularly (weekly/monthly) use the service. A person may belong to more than one category and can be counted in each one. For those who are included under 'Other disadvantaged groups' please name these groupings in the field provided ('please specify') for example, 'migrant young people', etc.

NOTE: Each field must contain a numerical value and should be left as '0' if there are no users within a particular category.

Form (Section 5) – Activities

Section 5 - Activities	
Activities by type and number of young people participating	Number of Participants
Educational	
CV preparation	<input type="text"/>
Homework club	<input type="text"/>
Leadership	<input type="text"/>
Entrepreneurship	<input type="text"/>
Book/library club	<input type="text"/>
Writing groups	<input type="text"/>
Reading groups	<input type="text"/>
Debating	<input type="text"/>
Support groups (personal development)	<input type="text"/>
Bereavement counselling	<input type="text"/>
Music	<input type="text"/>
Information & Communication Technology	<input type="text"/>
Other (please specify) <input type="text"/>	<input type="text"/>
Recreational	
Sports nights	<input type="text"/>
Dancing/dance competitions	<input type="text"/>

This section collects information on the types of activities (educational or recreational) that are provided for the young people attending the service. You are asked for the number of activities and the number of young people participating in each type of educational or recreational activity since the start of the new service. For activities categorised as 'Other' please name these activities in the field provided ('please specify'). For example, if you provide counselling (not bereavement counselling), health promotion, etc. these activities should be listed under 'Other (please specify)' field.

NOTE: Each field must contain a numerical value and should be left as '0' if there are activities/participants for a particular category.

You are also asked to provide comments/feedback from participants regarding their participation in these activities.

Please give some examples of feedback from participants

Form (Section 6) – Referrals

Input the numbers of young people who were referred to/from other organisations/services, the names of the most common organisations/services and the types of supports required. We also ask groups to specify what the nature of the link with the ‘host’ organisation is and what role they play. There is an ‘insert item’ tab in this section to add as many as you choose. See screenshot below.

Section 6 - Referrals	
Number of young people referred to other organisations/services for support/information	Number <input type="text"/>
Name the organisation(s)/service(s) to which the young people have been referred and briefly describe the types of additional supports required	
Name Org/service	Briefly describe the types of supports required
1	
<input type="checkbox"/> Insert item	

Form (Section 7) – Management and Decision-making

Section 7 - Management and Decision-Making	
How involved were young people in the design/decoration of the Youth café? <i>(select one from drop down list)</i>	
<input type="text" value="Select..."/>	
How involved are young people in decision-making in the youth café? <i>(select one option from the list)</i>	
<input type="text" value="Select..."/>	
How involved are young people in the development of services/activities in the youth café? <i>(select one option from the list)</i>	
<input type="text" value="Select..."/>	
Does the youth café have a dedicated youth/young people's committee?	<input type="radio"/> Yes <input type="radio"/> No
Does the youth café currently have a management committee?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please indicate the total number of full-time staff, volunteers and young people who sit on the management committee	
Full-time paid staff	<input type="text"/>
Part-time paid staff	<input type="text"/>
Volunteers	<input type="text"/>
Young people	<input type="text"/>
Other <i>(please specify)</i>	<input type="text"/>

This section looks at the role of young people in the design, management and development of the service as well as information on the management committee and organisations involved in the service. Select one option from the drop down list or fill in the fields as required.

NOTE: Each field must contain a numerical value and should be left as ‘0’ if there are no-one under a particular category.

Form (Section 8) – Staff Development

Input the number of staff involved in the service under each category heading (See screenshot below)

Input the numbers training sessions of each type and the numbers of participants from the different categories staff. A person should be only counted once per type of training session. For training categorised as 'Other' please name it in the field provided ('please specify').

NOTE: Each field must contain a numerical value and should be left as '0' if there are no staff within a specific category heading.

Section 8 - Staff Development					
	Full-time paid staff	Part-time paid staff	Volunteers	Student placement	Other (please specify)
Total number of staff/volunteers/other individuals currently involved in the youth café					
Number of people who participated in training/information sessions for staff/volunteers					
Child Protection					
First aid					
Equality					
Disability					
Health and Safety					
Self-care for youth workers					
Conflict resolution					
Facilitation					
Communication					
Management/organisational skills					
Finance					
IT					
Other (please specify below)					

Form (Section 9) – Additional Project Information

This section asks for additional information on:

- Progress in meeting outputs and outcomes
- Any reports or publications regarding the project (see instructions below on how to attach a document)
- Details of any challenges or developments that have impacted on the project.

Section 9 - Additional Project Information
<p>Progress on Specific Project Requirements</p> <p>Are the outputs/outcomes reported above in line with your Grant Agreement and the specific indicators agreed for your project? Please provide a rationale for any variances</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p>Publications / Reports</p> <p>Provide details of any publications or reports published to date relating to this project. (Please attach a PDF copy of each publication/report listed below, refer to the end of the section to attach)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p>Click here to attach a file</p> <p><input checked="" type="checkbox"/> Insert additional files</p>
<p>Challenges and Developments</p> <p>Identify any major challenges or developments that have impacted (positively or negatively) on the implementation of this project to date. Please provide detail of the impact on your project.</p>

Attaching Documents: The screenshot above shows the 'Click here to attach a file' button. You should save your file in documents file on your own PC and name it as per the title of the document e.g. Annual Report 2014 Pobal Youth Café Capital Programme. By clicking on the button above you will have to browse to where the file is saved and click attach. There is an 'Insert Additional Files' button as seen on the screenshot above to the right under the 'Click here to attach file' button.

4. How to submit your Youth Cafe Capital Programme Monitoring Report.

Once all sections have been completed **correctly** and agree with the validation rules built in for example, all mandatory fields are completed i.e. those with an asterisk *, values are inserted using whole numbers including a 'zero' for null values and relevant documentation (if any) is attached your form can be 'Submitted' or 'Saved as Draft' by clicking on the relevant option as shown at the bottom of your form.



Pressing the 'Save as Draft' icon will mean that you can come back to the form at a later date or have it reviewed by another staff member before submitting.

Pressing the 'Submit' button will submit your form. If the form contains any 'errors' – a message will appear (**as shown below**) to tell you what the error is. You must press 'OK' which brings you back into the form to correct the error/s listed. It will do this for each error on the form until all errors have been corrected.

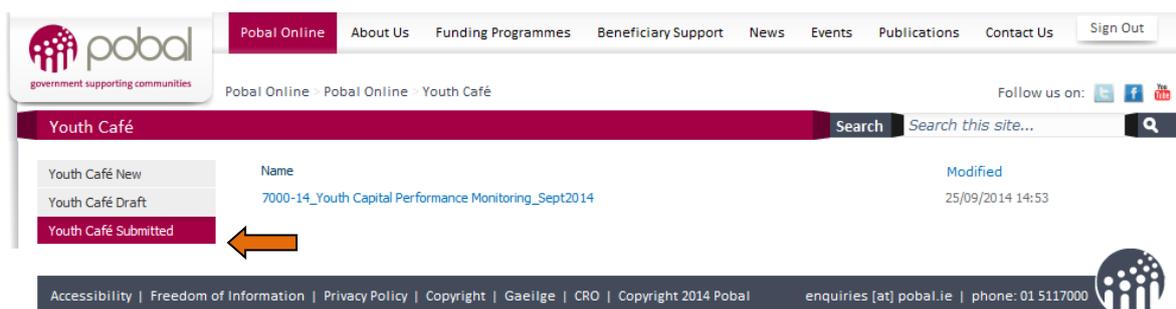


The following message will appear on screen once your form has been submitted successfully to Pobal



Important Notes

How to view your submitted forms - If at any stage you wish to view what you submitted to Pobal at a later date, follow the steps in 1 & 2 above. However, please note that you must click on the library called 'Youth Café Submitted' as shown in the screenshot below.



How to log out of Pobal Online – It is important that you sign out of the Pobal Online system after each time you use it. If you fail to do this, you may fail to access Pobal Online at a later date as the system thinks you are still inside and may lock down as a security precaution. To do this you must click on the 'Sign Out' button as shown in the top-right hand corner of the screenshot above.

Pobal Feedback – Once your form has been submitted successfully, the data will be reviewed by Pobal staff. At some stage during the review process which falls after the closing date for submission, you may be contacted by a Pobal staff member to provide clarifications and/or further information pertaining to the data contained in your submitted form. Any changes to the data originally submitted will be made following communication with you. If querying any aspect of your form, please always quote your Youth Café Capital Programme ref number and contact name and details.