

## Data required for the Heritage Lottery Fund end-of-project questionnaire

At the end of your project, you will need to provide the following data for the Heritage Lottery Fund:

- Number of events which you carried out and how many people attended
- Number of visitors to your church
- Number of volunteers involved
- Number of people who received training as part of the project
- Number of staff employed in your project (if any)
- Age group, gender, ethnic background, socio-economic group and disability, for visitors, volunteers and trainees

The HLF questionnaire, which asks for this data, is in Section 9 of the HLF Evaluation Guidance (XXX).

### **Suggested ways of collecting this data**

*Number of events and other activities carried out, number of people who attended*

- Keep a record of events and activities, dates, and numbers of people who attended.
- As far as possible, collect the ages and other demographic data of those who attend – see [below](#)

*Number of visitors to your church*

- Record numbers for services, baptisms, weddings, funerals
- General visitors – use a visitor counter if possible. Otherwise ask people to write the number of people in their group in the visitors' book

*Number of volunteers*

- Create a simple application / registration form for new volunteers, and use the same form to record details of existing volunteers
- Record the number of volunteers taking part in each activity
- Record the number of hours each volunteer gives on each activity
- Number of volunteers involved in the project altogether, and number of volunteers taking part in the final 12 months of the project, are required
- All this data can easily be kept in a spreadsheet

*Number of people who received training*

- Create a simple application / registration form for trainees
- Record the number of trainees and the skills they were trained in

*Number of staff employed (if any)*

- Number of full-time staff

- Number of part-time staff
- Number of f/t and/or p/t posts retained after the end of the project (if any)

### Demographic data

HLF asks for demographic data so that they can ensure that HLF grants are reaching as wide a range of people as possible. When you ask people for this information, make it clear why you are asking for it, as sometimes people (understandably) do not wish to give this information. Always have a “prefer not to say” option. You can copy and paste these

#### Age

These are the age categories for visitors which HLF uses:

Please tick your age group: ✓

| Age group         | Please tick: |
|-------------------|--------------|
| 5 or under        |              |
| 6-10              |              |
| 11-16             |              |
| 17-18             |              |
| 19-25             |              |
| 26-59             |              |
| 60 and over       |              |
| Prefer not to say |              |

#### Gender

Please tick your gender: ✓

| Gender            | Please tick: |
|-------------------|--------------|
| Male              |              |
| Female            |              |
| Prefer not to say |              |

#### Ethnic background

The ethnic background categories are the ones set out in the HLF Evaluation Guidance. Sometimes people question why these categories are used, so you can explain why.

Please tick your ethnic background: ✓

|   |  |
|---|--|
| Asian (Bangladeshi, Indian, Pakistani, other) |  |
| Asian (Chinese)                               |  |
| Black (Caribbean, African, other)             |  |
| Mixed ethnic group                            |  |
| White   |  |
| Other (please state)                          |  |
| Prefer not to say                             |  |

People sometimes put (for example) Scottish or Yorkshire in "Other"; in this case, list them as such when you write up the data.

### *Socio-economic groups*

The method of working out people's socio-economic group, as set out in the HLF Evaluation Guidance, is quite complicated – it's do-able for a small number of people, such as for the volunteers, but not practicable for general visitors.

The instructions for working out people's socio-economic group are section 15: **Working out socio-economic groups**.

Fortunately, postcodes can be used as a proxy for socio-economic background. Each postcode covers a small area, and so where people live gives quite an accurate representation of their socio-economic background.

### *Post code*

Ask for full postcodes, not just the first half, as the full postcode can be used as a proxy for socio-economic background.

### *Disability*

Ask people whether they consider they have a disability. See page 8 of the HLF Evaluation Guidance.

## **Suggested ways of collecting demographic data**

- General visitors: add columns to your visitors' book
- Add questions to surveys
- Activity participants: include in the end-of-activity questions
- Volunteers: record on application / registration form
- Trainees: record on application form