PING MONITORING AND EVALUATION

Monitoring and evaluation is a key part of the Ping project, as it allows everyone to track impact, identify areas for development, and report back to funders. We always try to make this process as simple as possible for you, whilst ensuring we collect everything needed.

In order for us to get an overall view of the impact of your project, we've got a few different bits of data collection. The below aspects are included within this document on the tabs below.

• **Table Monitoring** - to understand how many people your public tables reach. This needs to be completed by partners who have been delivering the Ping project for less than 2 years, or partners who have been delivering for more than 2 years and have introduced new public tables to their project.
Public table monitoring needs to be conducted twice on 25% of your tables (one peak monitoring and one off-peak monitoring) from June to September. Partners who have been delivering the project for more than 2 years only need to conduct monitoring at 25% of your new tables. **This is only for public tables and does not include Ping Pong Parlours, Ping in the Community or Loop at Work projects.**

• **Table Donations** - provide us with details of any table donations you have made since April 2019. We need this information to be able to to monitor and evaluate any projects you donate tables to, using our own existing processes. We will include these projects in your personalised infographic showing the collated table tennis projects across your area.

• **Key Partnerships -** tell us about the key partnerships you've created with local partners

• **Additional M&E** - as well as the monitoring and evaluation we ask you to provide, you might also collect additional information that would help us to understand the impact your project has had. Use this sheet to tell us about anything else we should know about, whether it's good news stories, quotes from participants, or data collected from a partner.

Surveys
We've also got a short survey for your participants at public tables or events to complete. This will provide data on their experience, inactivity and demographics. You're required to collect a minimum of 20 surveys, which will need to be sent back to us via post.
This survey will be followed up 3 months later with those who leave their email address in the initial survey, to see if participants have continued to play table tennis and if their physical activity levels have increased since initially taking part.

Monitoring other Projects
If you have other projects as part of your overall Ping project (i.e. Ping Pong Parlour, Ping in the Community or Loop at Work), these will be evaluated by us at TTE using our existing methods. We will include these projects in your personalised infographic showing the collated table tennis projects across your area.

Reporting Deadlines
Please return the below information to us by **Monday 30th September 2019**;
• Table Monitoring (if applicable)
• Table Donation information
• Surveys collected
• Additional M&E

HEADLINES

Please provide us with some headline information about your project to date.

Number of public tables available	Number of events	Number of Staff working on the project	Number of volunteers	Number of play on opportunities available
7 Tables	National TT Day	1	4	

Please provide a short summary of your project so far this year, including what has gone well, what challenges you have had, what you plan to do going forward etc.

This project has been an enormous success in Stratford upon Avon. Unfortunately we only received the equipment in October 2019 so gave us a very short window of success before the weather and dark nights scuppered us. However from October to early December they were a huge success especially the Henley Street location right outside the world famous Shakespeare Birthplace Centre. The permanent locations have been our biggest challenge mainly due to the ground not being prepared properly so we have mothballed the Hodgsons Green & Cottage Lane Tables while we prepare the ground with a concrete base so we can fix them in permanently and allow people to play all year round safely. Its generated great interest in the sport throughout Stratford upon Avon and we are constantly spproached by other groups and locations to provide Table Tennis.

PUBLIC TABLE MONITORING

This sheet needs to be completed by partners who have been delivering the Ping project for less than 2 years, and partners who have been delivering the project for more than 2 years but have introduced new public tables to their project.
It's important for us to collect this information, so that we can estimate the number of people your public tables reach.
Public table monitoring needs to be conducted twice on 25% of your tables (one peak monitoring and one off-peak monitoring) from June to September. Partners who have been delivering the project for more than 2 years only need to conduct monitoring at 25% of your new tables.

MONITORING DATA

		Peak Monitoring	Off-Peak Monitoring
Date	**Table Location**	**Number of Participants**	**Number of Participants**
16/10/2019	*Henley street*	8	12
16/10/2019	*Hodgsons Green*	2	0
16/10/2019	*Bell Court*	10	4
16/10/2019	*Cottage Lane*	6	0
16/10/2019	*Waterside*	4	10
16/10/2019	*Knights Lane*	2	0
19/10/2019	*Waterside*	4	10
20/10/2019	*Cottage Lane*	6	4
20/10/2019	*Hodgsons Green*	2	0
20/10/2019	*Henley street*	6	4
24/10/2019	*Waterside*	6	6
24/10/2019	*Henley street*	6	20
25/10/2019	*Cottage Lane*	4	4
25/10/2019	*Hodgsons Green*	2	2
25/10/2019	*Henley street*	2	6
27/10/2019	*Henley street*	4	2
27/10/2019	*Cottage Lane*	6	4
27/10/2019	*Hodgsons Green*	4	2
27/10/2019	*Waterside*	6	8
28/10/2019	*Henley street*	6	4
28/10/2019	*Waterside*	6	6
28/10/2019	*Henley street*	6	10
29/10/2019	*Knights Lane*	2	2
29/10/2019	*Hodgsons Green*	0	2
29/10/2019	*Cottage Lane*	6	0
29/10/2019	*Waterside*	4	4
29/10/2019	*Bell Court*	10	8
03/11/2019	*Waterside*	4	4
03/11/2019	*Bell Court*	6	2
04/11/2019	*Henley street*	4	6
09/11/2019	*Cottage Lane*	6	2
09/11/2019	*Knights Lane*	2	0
09/11/2019	*Hodgsons Green*	2	0
09/11/2019	*Bell Court*	6	2
09/11/2019	*Henley street*	4	6
12/11/2019	*Henley street*	4	4
13/11/2019	*Hodgsons Green*	2	0
13/11/2019	*Knights Lane*	2	0
13/11/2019	*Cottage Lane*	4	2
15/11/2019	*Rother street*	4	0
15/11/2019	*Bell Court*	4	4
16/11/2019	*Henley street*	10	6
16/11/2019	*Bell Court*	10	4
19/11/2019	*Henley street*	2	2
20/11/2019	*Waterside*	8	4
20/11/2019	*Cottage Lane*	4	0
20/11/2019	*Knights Lane*	0	0
20/11/2019	*Hodgsons Green*	2	0
22/11/2019	*Bell Court*	6	4
22/11/2019	*Henley street*	8	8
23/11/2019	*Henley street*	10	8
23/11/2019	*Waterside*	4	2
23/11/2019	*Knights Lane*	2	0
23/11/2019	*Cottage Lane*	2	4
23/11/2019	*Hodgsons Green*	2	0
24/11/2019	*Henley street*	6	6
24/11/2019	*Waterside*	6	4
	Description		
	Total peak/off-peak	266	218
	Total participants	484	

PARTICIPANT DATA

Fill in the boxes coloured in green. The rest of the boxes will automatically calculate.

Total number of participants during monitoring	484	
Number of table observations completed	57	
Average number of people playing per 30 minutes	8	
Average number of people playing per 30 minutes x 2	17	(W)
(W) x 6 hours of daily activity	102	(Y) people playing per day, per table
Number of public tables available	7	(Z)
Number of days the project ran	61	(A)
(Y) x (Z) x (A)	43509	
Divided by 2 (50% reduction due to weather variations)	21755	**Total Throughput**
Total throughout divided by 2	10877	**Total Participants**

TABLE DONATIONS

Complete this sheet with details of any table donations you have made since April 2019. We need this information to be able to to monitor and evaluate any projects you donate tables to, using our own existing processes. We will include these projects in your personalised infographic showing the collated table tennis projects across your area.

Organisation Name	Contact Name	Contact Number	Contact Email	Table(s) Donated	Adoption Agreement Signed	Donation Date

KEY PARTNERSHIPS

It's likely that you work with a range of partners at a local level to help grow the reach and impact of your project. Please list any key partnerships you have formed and how you have worked with them below.

Who you work with	How you work with them
Stratford upon Avon Table Tennis Club	*The members of SUATTC manage the PING project in SUA they put out and return tables on a daily basis and carry out monitoring and mainteance along with promoting the game in SUA. The Club has recruited 20 new players to the local league this season 10 of who had never played competitive table tennis previuosly.*
Everyoneactive - Stratford upon avon Leisure centre	Everyone active work very closely with Stratford upon Avon Table Tennis Club and the PING project this relationship has now enabled us to win a National ranking Vetts Competition in July 2020 we were also tendering for a full England international in October 2020 unfortuantely we failed in our first attempt but will continue to pursue major events at our venue.
Thomas Jolyffe Primary School	Thomas Jolyffe invested in 6 outdoor tables in 2019 and Stratford upon Avon Table Tennis Club now provide an after school club every week for around twenty pupils. We have just begun delivering TTKidz at this venue. One of the pupils is already playing league table tennis for the club.
Stratford upon Avon High School	We are currently providing an afterschool club every week for 20+ pupils this will be extended this week by an additional two hours to include members of the public and members of Stratford upon Avon table tennis club.
Warwickshire Pride / Foundation House	On the 7th of March we will be providing an inaugural Table Tennis activity for Warwckshire pride if sucessful this will be a regular avtivity.
Stratford Sea Cadets	We have been approached to provide a sporting activity for the Stratford sea cadets we are currently in negotiation with everyone active to find a suitable period to provide a dedicated evening for 20+ participants
Stratford upon Avon Youth Hostel	We have been approached to assist in obtaining a table for the YHA in Stratford and support them thereafter
Holy Trinity Cof E Primary School	We have been approached to provide equipment weve donated bats & balls already they are interested in coaching and indoor table and TTKidz

ADDITIONAL MONITORING, EVALUATION AND INSIGHT

As well as the monitoring and evaluation we ask you to provide, you might also collect additional information that would help us to understand the impact your project has had. Use this sheet to tell us about anything else we should know about, for example any good news stories, quotes from participants or partners, data collected from a partner, photos, videos or interviews etc.

Data/Insight Found	Source	Photos/Videos/Interviews	Other
"This is the best thing to happen in Stratford in long time "	*Twitter*	*Photo as attachment 25-10-19*	
" Kevin Taylor made for role of boosting game in Stratford "	Stratford Herald	photo as attachment 6-11-2019	