**Help Accessing Legal Support (HALS) Grant  
Monitoring and Evaluation Design**

Evaluation is a core element of the HALS grant, to understand how funding from the grant is used and the impact it has on advice clients. This will help the Access to Justice Foundation and the MoJ to build up our evidence base of what works to support people experiencing civil and family legal problems, which can be used to demonstrate the impact of legal support and make the case to sustain or enhance the current level and type of funding.

This document provides a brief overview of the monitoring and evaluation requirements, but if you have any questions please contact [grants@atjf.org.uk](mailto:grants@atjf.org.uk)

**What is the evaluation measuring?**

The grant evaluation will help us to answer three core questions:

1. How many clients have been supported by the grant funding?
2. What types of problems are being supported by the grant funding?
3. What are clients’ experiences of the support provided including how did it enable the resolution of their legal problems? What specific gains or achievements are obtained for clients as a result of this support?

**What data would you like us to collect?**

To help us answer those questions, we would like you to collect quantitative data on:

* The number of clients you are supporting as part of your HALS funded service
* The category of law each client’s problem falls in
* Client gender, age, disability, and ethnicity
* The type of advice and support provided (according to the four advice ‘stages’[[1]](#footnote-1))

We would also like you to provide:

* 1 case study or 1 client testimonial, including details on the problem/s the client was experiencing, the advice provided, the action taken and any specific gains or achievements for the client. The case study would come from the advisor whereas the testimonial would come from the client.

A simple data monitoring spreadsheet will be shared with you, as well as guidance on how to produce the case studies/client testimonials.

**Is there an opportunity to discuss these requirements with you?**

We plan to hold a workshop with grantees once grants awards have been finalised in September/ October 2022, to introduce the monitoring and evaluation requirements and provide guidance on how to complete the data monitoring spreadsheet and case study/testimonial templates. The workshop will include a Q&A to enable grantees to raise any questions or concerns.

**How often do we need to report that data to you?**

We propose a quarterly reporting cycle to help track progress of the funded activities, generate data/evidence that can be used for further spending bids and address any data collection issues. This means that you would need to submit data to the Access to Justice Foundation twice during the lifetime of the grant:

* Report 1 (due 31 January 2023) – This data monitoring spreadsheet will include data covering activities during October to December 2022.
* Report 2 (due 30 April 2023) – This data monitoring spreadsheet will include data covering activities during January to March 2023.

**Is there anything else we need to do?**

We would also like to conduct semi-structured interviews with a few grantees towards the end of the grant period, to better understand the funded projects, what has worked well or less so and why, and what could be improved for any future grant programmes. These interviews will likely be held in February/March 2023.

**What will the data be used for?**

The MoJ will draw together all the quantitative and qualitative data and evidence collected throughout the lifetime of the grant to produce an End of Grant Evaluation Report in Summer 2023. This data and evidence will inform future grant activity and spending decisions.

1. To track the type of advice and support being provided to clients in a standardised way, we ask grantees to report their advice activity according to four stages. These are defined as: Stage 1 (Initial generalist advice and triage), Stage 2 (Casework), Stage 3a (Pre-court advice, guidance and support), and Stage 3b (Legal advice and representation at court). [↑](#footnote-ref-1)