



Logframe Guidance

Grants to Organisations



**Motability
Foundation**

Contents

Definitions	3
Step 1 – Problem Trees	5
Step 2 – Logframes	7
Step 3 – Reflect and Verify	9
Appendix	10

About this guide

This guidance provides information to help you apply for a grant from the Motability Foundation.

It covers:

- **Monitoring and Evaluation**
- **Logframes**

You will need to submit some elements of the logframe as part of your application.

Monitoring and Evaluation Definitions

Activity	The actions you carry out to deliver a project, such as organising meetings, developing resources, conducting training or research, installing infrastructure or undertaking advocacy activities.
Assumption	These are factors external to the project which are likely to influence its work and over which project management has little or no control.
Evaluation	An assessment of an ongoing or completed project, programme or strategy, its design, implementation and results. It can be carried out both internally and externally, either during a project or at the end.
Impact	Lasting or significant change in people's lives which the project has contributed to, such as better quality of life. This describes the ultimate goal that the project or programme is trying to achieve.
Indicator	A way to objectively measure and track progress towards the project's intended results. These can be either quantitative or qualitative.
Input	The materials, equipment, financial or human resources needed to carry out the activities of the project.
M&E plan	A monitoring and evaluation (M&E) plan is a document that describes the M&E activities that project staff are going to implement and why, before the project starts.
Monitoring	The regular collection and analysis of information about the progress of a project or intervention.
Logframe	The logical framework, or logframe, is the most common planning and management tool for social development projects. It is often used as the basis for monitoring and evaluation work.
Outcome	The change or effect resulting from the delivery of the project. Outcomes can be short-term and medium-term. Short-term outcomes could be increased access to certain outputs, increased knowledge, skills or awareness. Medium-term outcomes include changes in behaviour, practice, policy.
Output	The immediate results or deliverables of the project, such as people reached with a service, training sessions delivered, a campaign website etc.
Risk	The possibility that an assumption does not materialise. Project managers may find it useful to consider these, as it often allows them to develop mitigating actions to the list of activities.

How to complete a logframe

A logframe is a tool to help people who design projects think logically about:

- **Outcome** – the wider impact your project will achieve.
- **Outputs** – the services or products you will create to achieve the outcome.
- **Activities** – the tasks you will do to create the outputs.
- **Indicators** – how you will measure your success.

The following pages show you how to complete a logframe.



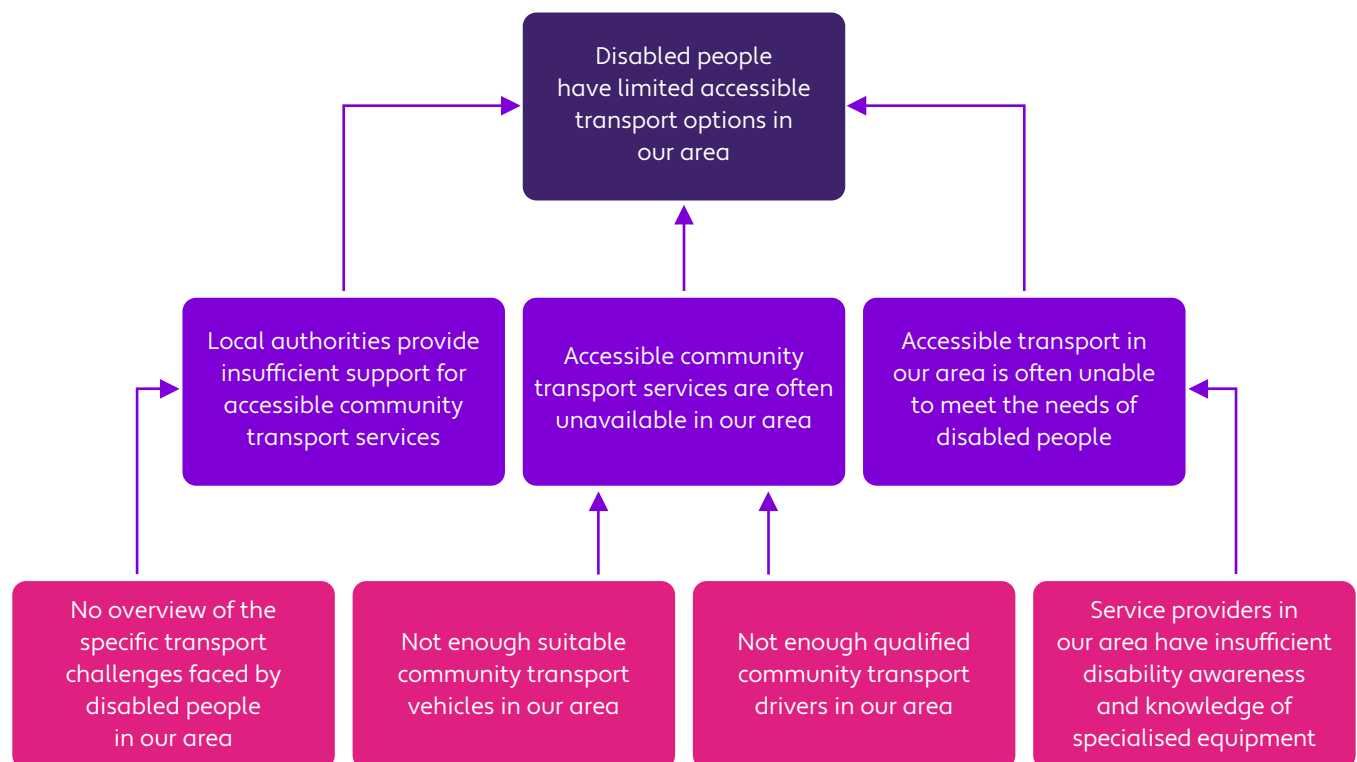
Step 1 – Problem Trees

Start with a Problem Tree. To identify the problem your project aims to address, ask yourself: ‘Why is this project needed?’ and ‘What specific issues or challenges will it address?’

Write this as a short statement or summary in the middle of a sheet of paper. Following this, think about the direct causes of the problem and write them in a horizontal line below the problem.

Repeat the process for each cause as necessary. Write all statements with a negative frame, as they are the ‘problems’ within the tree.

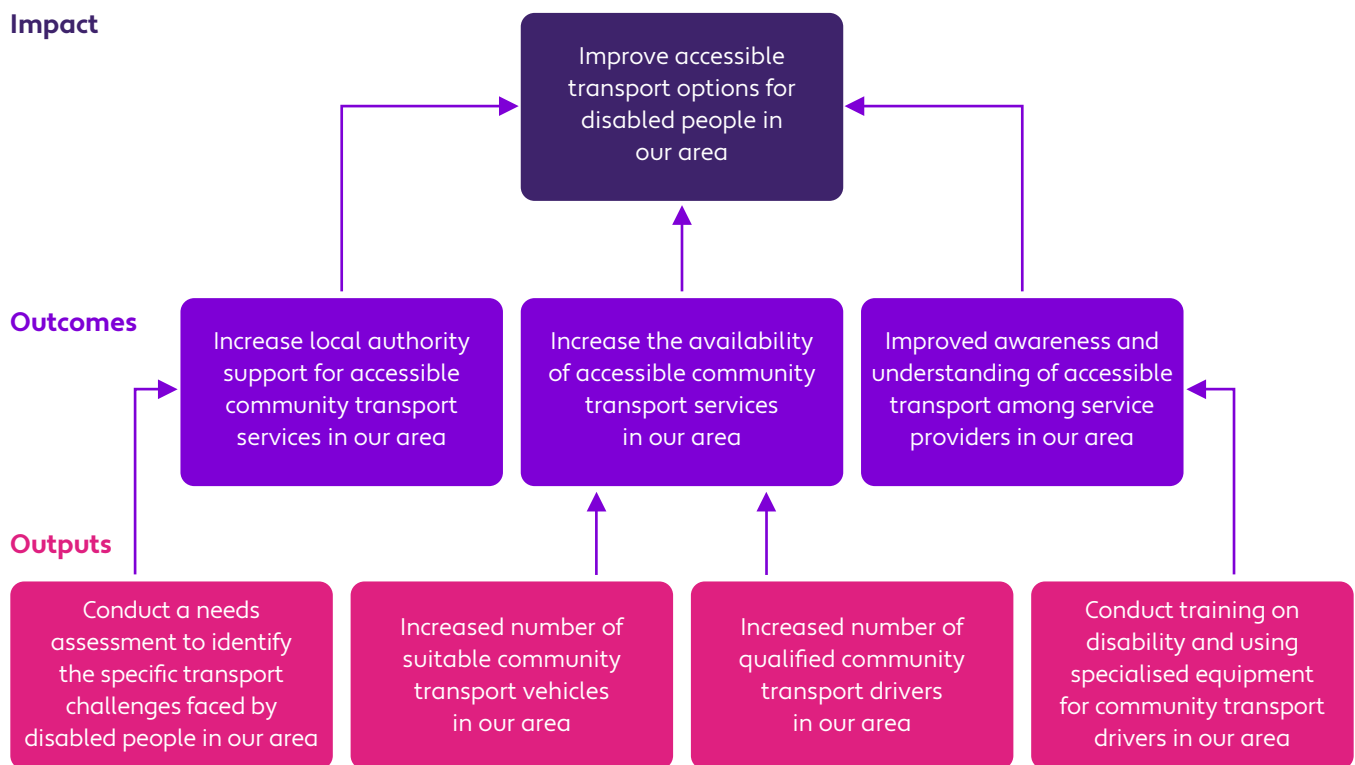
This creates a Problem Tree, where a cause-and-effect relationship can be followed from the bottom to the top. See example below.



An example Problem Tree

Step 1

To turn it into a positive, change the wording of each item. This will give you an Objective Tree. The original problem statement is now your Impact Statement. The line below it should be your Outcomes and the one below that should be your Outputs. See the example below.



An example Objective Tree

You will likely come up with quite a few objectives for each element, so this is where you should decide what your project can realistically address.

Wherever possible make sure your objectives are **SMART** – **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-Bound.

Step 2 – Logframes

You will be asked to provide the below elements of a basic logframe when applying for a grant. We recommend that you complete the Logframe offline first to make filling in the online application form easier.

A more comprehensive logframe template can be found at the back of this document. You are not required to complete this full logframe as part of your application, but many organisations tell us that doing so makes it easier to plan their project.

Objectives	Indicators	Target
Impact		
Outcomes		
Outputs		



Step 2

The key to filling this in is to use the information you generated in the **Objective Tree**, as follows:

2.1 Start at the top left and work down – What is your project going to achieve?

Fill in the **Objectives** column. Remember:

- **Impact** is ultimate or highest-level objective your project is contributing to. You will normally only have one of these.
- **Outcomes** are the short or medium-term changes in knowledge, attitudes, practices or conditions brought about by your project. You might have several outcomes, or just one.
- **Outputs** are the direct deliverables of your project. Each Outcome may have multiple Outputs associated with it.

2.2 Then think Left to Right – How can progress against these outcomes and outputs be measured? Choose indicators and think about how you would get the data to report against them. Remember:

- Indicators are a quantitative way to measure or a qualitative way to judge the achievement of your objectives.
- We've provided a list of example indicators which you can use for your project. You can find a link to this 'Indicator Menu' under the "How to Apply" tab for each funding round.
- Each funding round has some mandatory indicators which will be highlighted in the Indicator Menu.
- If you cannot find a suitable indicator then you can create a custom indicator.
- If you come up with a long list of possible indicators, try to narrow it down to the essential ones.
- Each indicator for your project will need a 'Target' included in your logframe, against which you can measure progress.

Step 3 – Reflect and Verify

3.1 Reflect upwards – What assumptions are you making and what risks is your project facing? While they aren't required as part of your application you may find it helpful to fill in the Assumptions / Risks column of the logframe template (Appendix 1) and check if you need to put in place any mitigations. Remember:

- **Assumptions** are factors over which the project has no control. These are often external and are necessary for the outcomes and outputs to be delivered.

For example, for your 'Increased number of suitable community transport vehicles in our area' output to happen, one assumption could be that market conditions are stable and there is no shortage of supply.

- **Risks** are potential barriers or problems that would prevent progress, or the possibility that assumptions were wrong or unrealistic. The project cannot fully prevent a risk from becoming an actual problem, but thinking about them in advance allows you to minimise their impact.

To continue with the example above, the risk would be that there are delays in supply due to volatile market conditions. To counter this, the project may seek to put in orders early, or secure second-hand vehicles and adapt them.

3.2 Double-check – Going from the bottom to the top, check your logic:

- Will your indicators allow you to effectively measure progress?
- Do you have the ability to collect data to report against your indicators?
- Does the project team see the indicators, outputs, and outcomes as realistic and achievable?
- Are there any changes that would make your project more practical or workable?
- Have your key stakeholders had a chance to contribute / agree to the logframe?
- Are your assumptions reasonable or do they suggest a level of risk that means the project is unlikely to get off the ground or be completed?

3.3 Adapt – The logframe should not be 'set in stone' but serve as a flexible tool for managing and monitoring your project. Assuming the project goes ahead, return to your logframe regularly to check assumptions and revise it accordingly.

Make sure you agree any changes with your Grant Manager and other key stakeholders.

For additional guidance on logframes, please consult this resource by Intrac:

<https://www.intrac.org/wpcms/wp-content/uploads/2017/01/The-Logical-Framework.pdf>

Appendix – Logframe Template

	Description	Indicators	Target	Risks/Assumptions
Impact	Improve accessible transport options for disabled people in our area			
Outcome 1	Increase the availability of accessible community transport services in our area	Percentage increase in the number of journeys provided to disabled passengers by the community transport service		Risk of delays in vehicle supply due to volatile market conditions
Output 1a	Increased number of suitable community transport vehicles in our area	Number of new accessible vehicles purchased	5	
Output 1b	Increased number of qualified community transport drivers in our area	Number of training sessions provided to drivers	18	
Outcome 2				
Output 2a				
Output 2b				





Motability Foundation, Warwick House,
Roydon Road, Harlow, Essex, CM19 5PX

Website: [motabilityfoundation.org.uk](https://www.motabilityfoundation.org.uk)

Registered charity in England and Wales No. 299745
Registered charity in Scotland No. SC050642

CODE TBC



**Motability
Foundation**