**Public Tables
Number of Participants**

Partners who have been delivering the project for more than 2 years will be required to provide the number of public tables available through their Ping project – this does not include Ping Pong Parlours, Ping in the Community or Loop at Work projects.

New partners and partners that have been delivering the project for less than 2 years will be required to complete table monitoring at 25% of their tables. This will also be a requirement for existing partners who introduce new public tables to their project (25% of their new tables).

Partners use the ***Ping 2021 Monitoring and Evaluation Template***document and complete the *“Table Monitoring”* tab if applicable. Partners not completing this tab will still be required to confirm the number of public tables they have available.

The number of participants will be calculated using the below calculation;

*Average participants per table from previous years* x *Number of tables as supplied by partners who have delivered the project for 2 years or more*

 +

*Number of participants from partners delivering the project for less than 2 years and new table locations, derived from table monitoring data*

**Table Donations**

Partners who have donated tables to local groups will be required to provide the information of the organisation(s) which received equipment. This will enable TTE to contact them to complete the appropriate existing monitoring and evaluation methods for the relevant project.

Partners use the ***Ping 2021 Monitoring and Evaluation Template***document and complete the *“Table Donations”* tab if applicable.

**Key Partnerships**

Partners will be asked to detail any key partnerships they have at a local level, and how they have worked with those partners. This will enable us to understand their project in more detail and possibly make wider National links with relevant organisations.

Partners use the ***Ping 2021 Monitoring and Evaluation Template***document and complete the *“Key Partnerships”* tab if applicable.

**Additional M&E**

Partners may collect additional M&E that we don’t ask them to report on. Knowing this information will help us understand the extent and impact of their project.

Partners use the ***Ping 2021 Monitoring and Evaluation Template***document and complete the *“Additional M&E”* tab if applicable.

**Participant Survey**

Partners will be supplied with a short survey for them to ask participants to complete. Included on this survey will be a question to determine their current level of activity, and whether they are inactive. Partners will be required to collect at **least 20 surveys**.

A follow up survey will be sent to those participants who provide their email addresses in the initial survey collected by partners, approximately 3 months after their initial survey is completed. The survey will ask about their physical activity levels to determine if participants who were inactive are more active and if participants have increased their physical activity levels. The survey will also ask about regular engagement in table tennis.

**Monitoring Other TTE Projects**

If partners utilise other TTE projects as part of their Ping project – i.e. Ping Pong Parlours, Ping in the Community or Loop at Work – these projects have their own monitoring and evaluation tools to measure participants, inactivity and demographics. Data collected for specific projects can be shared with the partner where available through a personalised infographic.

**Deadlines**

**30th September 2021**

* Return table monitoring information (if applicable) or confirm the number of public tables available (if not completing table monitoring)
* Any table donations made since April 2019
* Information on any Key Partnerships
* Any additional M&E
* Any completed participant surveys

**25th February 2022**

* Return table monitoring information (if applicable) or confirm the number of public tables available (if not completing table monitoring)
* All partners to confirm the number of public tables available
* Any table donations made since September 2019 (last reporting)
* Information on any Key Partnerships (new or developed)
* Any additional M&E
* Any completed participant surveys

**Sport England Targets**

**Inactivity** – Participant Survey

**IMD** – Postcode data from public table locations will be input into the English Indices of Deprivation tool, to determine the percentage of locations in the top 20% of deprived areas.

**Active/More Active/Regularly Engage 3 Months Later** – Follow up Survey