GRANT MONITORING FORM

Please print and complete this form - all fields marked with * are mandatory.

Organisation details	
*Name of your organisation	
*Activity or Project name	
*Reference number (as stated on your grant acceptance letter)	

Project details	
*How many residents did the project work with?	
Please confirm any expenses and income from your budget. Tell us about each item separately by describing it was spent on and how much. Please use a separate sheet for each individual item.	
*Description of spend	
*Breakdown of spend	
*Amount spent	
Comments	

Project evaluation	
***Please outline what the project delivered**	
***Did the project change in any way from the original application? YES/NO**	
If YES please give details	
***Please give details of any outcomes of the project**	
Do you have any feedback or comments from residents that you can share? (please continue on a separate sheet of paper if necessary)	

In-kind support received	
***Please tell us about any in-kind support the project received (for instance, volunteer house or professional expertise and time)**	
***Please include any receipts or invoices to demonstrate how your grant was spent - if your project was underspent, we will contact you.**	

Contact details	
***First name**	
***Surname**	
Business name	
***Full address including postcode**	
***Telephone number**	
***Email address**	

Declaration

I confirm that the information I have provided in this form and the accompanying documents provided, is correct as far as I know and conforms to the standard conditions of the grant agreement letter, which was signed to receive the grant.

I confirm the above declaration is true - please tick in the box below to agree

☐

***Your full name**	
***Date of completing this form**	