



Your , Your Decision

Grant Monitoring Form

Date Report Required by:	
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Grant number:	
Organisation:	
Project Title:	
Date Approved:	
Project Completion Date:	

What things did you set out to do	Complete	In process	Not yet started

If there are differences between what you stated you would do and your actual achievements please attach a separate sheet explaining why.

What Themes did you address?	Please Tick
<i>eg Community Engagement</i>	
<i>Eg Raising Aspirations</i>	
<i>Eg Cleaner and Greener</i>	
<i>Eg Community Safety</i>	

Finances

	Grant allocation	Actual final costs	Under/Over spend
Project costs			

If this is your final application have you:

Attached a copy of your accounts for this project?	
Kept a separate file with all relevant receipts in it, so it can be checked for audit purposes?	
Provided some pictures of your activities and the permission of those in them for publication?	

Please tell us how this grant has benefited local residents?

How many residents have been involved in your project?

Directly:

Indirectly:

What particular sections of the community have benefited?

Name of Contact:	
Address:	
Phone:	
E-mail:	

All the information on this form is, to the best of my knowledge, true and correct	
Signed:	
Date:	
Please return to:	[host org contact name]