

**LOUGHBOROUGH COMMUNITY GRANTS**

**END OF PROJECT MONITORING FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME OF ORGANISATION** | |  | | | | |
|  | | | | | | |
| **CONTACT DETAILS** | **Main contact details** | | | | **Second contact details** | |
| **Name** |  | | | |  | |
| **Address** |  | | | |  | |
| **Telephone number(s)** |  | | | |  | |
| **Email address** |  | | | |  | |
| **Link to online address, if applicable (Facebook page, Twitter, Instagram, website etc.)** | | |  | | | |
|  | | | | | | |
| **YOUR PROJECT** | | | | | | |
| **Name / title of your project** | | | |  | | |
| **Total grant amount awarded by Charnwood Borough Council** | | | | **£** | | |
| **Grant reference number (from offer letter)** | | | |  | | |
|  | | | | | | |
| **DID YOUR PROJECT REACH ITS TARGET AUDIENCE?**  **Please tell us about which groups of Charnwood residents are benefitted and how.** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **HOW MANY PEOPLE HAVE DIRECTLY BENEFITTED AS A RESULT OF YOUR PROJECT?** | | | | | | |
| **Number of attendees / participants** | | | | | | **Number of volunteers / staff** |
|  | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PLEASE PROVIDE EVIDENCE ABOUT HOW YOUR PROJECT IS MET ITS AIMS AND OBJECTIVES, AS IDENTIFIED IN YOUR APPLICATION FORM (please add extra rows if required)** | | | |
| **Aim / Objective** | **Please explain how this was achieved** | | **Performance against the measure(s) of achievement that were outlined in your application form** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  | | | |
| **IF WE ASKED FOR SPECIFIC MONITORING INFORMATION (in our offer letter or subsequently) PLEASE PROVIDE AN UPDATE HERE** | | | |
| **Specific monitoring information requested** | | **Evidence of achievements / comments** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |

|  |  |
| --- | --- |
| **PROJECT EXPENDITURE** | |
| **Description of expenditure – evidence of expenditure (e.g. receipts / copy invoices etc.) must be submitted with this form**  **Please add extra rows if required** | **Amount (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL EXPENDITURE** |  |
|  | |
| **OTHER COMMENTS, OBSERVATIONS AND LESSONS LEARNT SO FAR** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **DECLARATION** | | |
| **Form completed by (name)** | |  |
| **Position in organisation** | |  |
| **I understand that this monitoring information may be used by the Charnwood Grants Panel to assist in decision-making with regard to any future grant applications we may submit. I confirm that, to the best of my knowledge, the information given on this form is accurate and complete.** | | |
| **Signature** |  | |
| **Date** |  | |

|  |
| --- |
| **Data Protection**  **For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice**  [**https://www.charnwood.gov.uk/pages/privacynotice**](https://www.charnwood.gov.uk/pages/privacynotice) |

|  |
| --- |
| **Please complete all sections of this form as fully as possible and**  **send it by email to:** [**grants@charnwood.gov.uk**](mailto:grants@charnwood.gov.uk)  If this is not possible please contact us at the email address above (or by calling us on 01509 634730 to agree how best to submit your monitoring information) |

|  |  |
| --- | --- |
| **THIS SECTION TO BE COMPLETED BY AN OFFICER OF CHARNWOOD BOROUGH COUNCIL** | |
| **Monitoring Form checked and approved by:** | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |