

**LOUGHBOROUGH COMMUNITY GRANTS**

**INTERIM PROJECT MONITORING FORM**

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| **NAME OF ORGANISATION** |  |
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| **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.)** |  |
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| **YOUR PROJECT** |
| **Name / title of your project** |  |
| **Total grant amount awarded by Charnwood Borough Council** | **£**  |
| **Grant reference number (from offer letter)** |   |
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| **IS YOUR PROJECT REACHING ITS TARGET AUDIENCE?****Please tell us about which groups of Charnwood residents are benefitting and how.** |
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| **HOW MANY PEOPLE HAVE DIRECTLY BENEFITTED AS A RESULT OF YOUR PROJECT SO FAR?** |
| **Number of attendees / participants** | **Number of volunteers / staff** |
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| **PLEASE PROVIDE EVIDENCE ABOUT HOW YOUR PROJECT IS MEETING ITS AIMS AND OBJECTIVES, AS IDENTIFIED IN YOUR APPLICATION FORM (please add extra rows if required)** |
| **Aim / Objective** | **Please explain how this is being achieved** | **Performance against the measure(s) of achievement that were outlined in your application form** |
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| **IF WE HAVE ASKED FOR SPECIFIC MONITORING INFORMATION (in our offer letter or subsequently) PLEASE PROVIDE AN UPDATE HERE** |
| **Specific monitoring information requested** | **Evidence of achievements to date / comments** |
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| **PROJECT EXPENDITURE TO DATE** |
| **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 (£)** |
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| **TOTAL EXPENDITURE TO DATE**  |  |
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| **PLEASE PROVIDE AN OUTLINE TIMETABLE FOR THE REMAINDER OF YOUR PROJECT (including finish date)** |
| **Date** | **Description of milestone** |
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| **OTHER COMMENTS, OBSERVATIONS AND LESSONS LEARNT SO FAR** |
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| **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** |  |

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| **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) |

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| **Please complete all sections of this form as fully as possible and** **send it by email to:** **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) |

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