

Grant fund monitoring form

Please complete this form for the grant funding your organisation received in 2019-20 and return it 31 July 2020.

1 Please give the name of your organisation

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Please tell us the main contact for this monitoring form

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
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Position held	<input type="text"/>
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Daytime phone number	<input type="text"/>	Email	<input type="text"/>
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Full postal address where we should write to you about this monitoring form if you do not have email

<input type="text"/>	Postcode
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Official use:
Date received:

2 How much was your grant?

£

Please give a breakdown of how you spent the grant. Please enclose the receipts for your main items of expenditure. **You must keep receipts for all items of expenditure as they may be requested.** Any monies not spent for the purpose it was granted should be returned along with this monitoring form.

Description of item(s) the grant was spent on	Amount £
Total grant expenditure	£
<i>Unspent grant (to be returned)</i>	£

Please provide details any contributions in kind you received

Description of contributions in kind	Value £
Volunteer Hours (use notional £11 per hour)	
Room / Facility Hire	
Equipment	
Other	
Total	£

Official use:
Date received:

3 When did your activities take place?

Start date

/ /

End date

/ /

4 How many people benefited from this grant?

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How successful was the activity in engaging the group(s) you have indicated?

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