

COMMUNITY GRANT FUND MONITORING FORM

Please use additional sheets to support your Report as necessary.

Where appropriate, please include photographs, video links, press coverage, participant feedback and posters/flyers of your project in your monitoring form.

Grant recipients are strongly encouraged to give in-person feedback to the Town Council at one of its Meetings - please contact the Democratic Support Officer for details.

Name of Organisation applying for the Grant	
Name of Project	
Amount awarded by Royal Leamington Spa Town Council	
Date Project completed	
<u>Project outcomes:</u> 1. Please identify the main benefits to arise from this project. 2. Were the objectives of your Project achieved? If not, please state the barriers to achieving them? Are any further follow up actions proposed?	1. Benefits 2. Achievements
<u>Evidence of Success</u> Please provide evidence to indicate that your project was completed successfully.	

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<p><u>Budget</u> Was the project delivered within budget? If not please indicate the amount by which the final cost varied from the estimate and if overspent, <u>or underspent</u>, how the difference was funded or surplus funds utilised?</p>	
<p><u>Recognition/Publicity</u> Please confirm that the Town Council's funding contribution was acknowledged in any publicity produced in connection with this project. Please enclose a copy of the relevant material if applicable</p>	

This form must be completed and returned to the address below upon completion of your project. Completed monitoring forms must be received by the Town Council before a group/organisation can apply to the Community Grant Fund again. All Community Grants must be expended within 2 years from the date of payment unless an extension is agreed with the Town Council. The Town Council reserves the right to seek the return of grant funds if the monitoring form is not received after completion of the grant-funded project.

Please return your completed form to:-

Mrs Katherine Geddes

Democratic Support Officer

Royal Leamington Spa Town Council

Town Hall

Parade

Royal Leamington Spa

CV32 4AT

M: 07936640719

E: admin@leamingtonspatowncouncil.gov.uk