

REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO BE HELD ON 7th NOVEMBER 2022

COMMUNITY GRANTS FUND – MONITORING FORMS

1. PURPOSE OF THE REPORT

To note the community grants monitoring forms received between April and October 2022.

2. GRANTS MONITORING FORMS – PURPOSE

A Town Council Community Grants Monitoring Form is sent out to all successful grant applicants along with official notification of their grant for completion and return after their project is finished. All grants' recipients have two years to complete their grant funded projects and must return the form to confirm to the Town Council that the funds have been spent in accordance with their application and what outcomes were achieved.

All groups must have returned a Monitoring Form before they become eligible to apply to the Community Grant Fund again. This is made clear on the form. All forms received are circulated for information to members of the Town Council Cultural & Community Committee before their scheduled meetings in April and October annually.

3. GRANTS MONITORING FORMS – CONTENT

Grants recipients are required to give details of the main benefits arising from their grant funded project, to confirm if their objectives were met and if not, why not and what was done to address any issues. They are also asked to provide evidence of the success of their project including photographs, press cuttings, participant feedback, posters and social media information if available. Recipients must also confirm they spent their grant funding and how any overspend/underspend was managed if there was any.

4. GRANTS MONITORING FORMS – RECORDS

All Monitoring Forms received are stored on the hard drive of the Town Council and held in a specific folder in that year's Grants file. They are deleted after five years. No personal, sensitive or financial information is publicly available.

5. RECOMMENDATION

To note the Community Grants Fund Monitoring Forms as received between April and October 2022.