



**DISCRETIONARY GRANT MONITORING FORM
FOR GRANT AWARDS
(to be completed within 3 months of end of project or event)**

1.	Name of Organisation	
2.	Name and position of contact	
3.	Contact details, including email and telephone number	
4.	Date of grant award	
5.	Value of grant award	
6.	Purpose of grant award	
7.	Please confirm that the grant award has been spent in line with the grant award.	Yes/No
8.	If answering no to the above, please explain why	
9.	Please confirm the total spend. Where a capital purchase has been made, please provide a copy of the receipt. Where the award is for an event, please provide details of the event's income & expenditure.	£ Refer to a separate page if necessary.
10.	Please explain any financial variances between the application and completed project	

11.	Please provide details of how the grant has benefited local people
12.	Please provide details of how the grant award has been included in your organisations' publicity
13.	Please list any changes to your project or event which requires spending the grant award differently to that set out in your application. Any requests will be put to the next Council meeting for decision.

<p>Signed</p> <p>X</p> <hr/>	<p>Date</p> <p>X</p> <hr/>
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