MUDFORD PARISH COUNCIL
"Connecting Our Community"

COMMUNITY GRANT MONITORING FORM

This feedback form should be completed with reference to the conditions outlined in Mudford Parish Council's Community Grant Funding Policy and the details provided in your original application.

Date:
Name of the organisation:
Name of lead contact:
Contact email address:
Contact telephone number:

Name of Project:
Grant Amount Awarded: £
Actual Project start date:
Actual Project end date:

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1. Project outcomes (max 200 words)
Describe the outcomes achieved by the project. Refer to your initial Grant Application and compare the expected outcomes with the actual results. Explain any changes in direction made during the project and the reasons for them.

Add your answer here …

2. Monitoring and reporting (max 200 words)
Please explain how you gathered the information and provide details of the information collected.

Add your answer here …

3. Equality and Diversity (200 words)
How did the project promote accessibility and inclusivity in practice? Please provide examples. Which groups within the community benefited from the project, and were there any barriers to participation? If so, how were these addressed?

Add your answer here …

4. Final Budget
Provide a breakdown of how the grant was spent. Compare the estimated income and expenses from your original grant application with the actual figures. Add extra rows if needed.

Income:

Description	Estimated Amount	Actual Income/profit
Total:	£	£

Expenditure:

Description	Estimated Amount	Actual Spend
Total:	£	£

Budget explanation and elaboration:
Please explain any changes from your original estimates, underspend or overspend or match funding that wasn't secured.

Add your answer here …

5. Sustainability and future steps (max 200 words)
Outline plans for sustaining, or building on, the project beyond the grant period. Please also explain if you plan to drop the project in the future or move the project in a different direction.

Add your answer here …

6. Evidence and supporting documents
Please send any relevant documents (such as photos, videos, promotional materials, reports, consent forms, or other supporting materials) to the email address below. If you have large files or folders, let the clerk know and they will help you find a suitable way to share them.

Declaration

I confirm that the information provided is accurate and complies with Mudford Parish Council's grant conditions.

Please return this form, or direct any questions to:
Parish Clerk
Mudford Parish Council
clerk@mudford-pc.gov.uk