



### END OF GRANT TO LOCAL ORGANISATIONS MONITORING FORM

Name of organisation	
Amount awarded	£

A condition of being awarded a grant, the local organisation is required to provide a report on how the grant was spent and the benefits achieved. Please complete and return this form to the Council Office at the above address at your earliest convenience, no later than 60 days from the end of the financial year it was awarded. If you have any queries about the form, please contact the Council Office.

#### Section 1: Spending your grant:

Please provide details of the activities or items funded by the grant and how the grant was spent. Please do not send receipts with this form.

Item/Activity <i>continue on a separate sheet if necessary</i>	Cost
Total Spent:	

If activities or items detailed above are different in any way from what was stated on the original application form, use the space below to explain the changes.

*Continue on a separate sheet if necessary*

## Section 2: The benefits of your grant

Please give details below of the ways in which the grant has been of benefit to the community, or groups the organisation are working with. You can attach an activity report or other supporting information if you wish.

*Continue on a separate sheet if necessary*

Please estimate the following (if applicable):

The average number of people who attended the activity	
The number of volunteers who have helped to deliver the activity	
How many people benefited from the item and/or activity	

## Section 3: The signed declaration

I confirm that the details contained in this form are correct and that the Council will keep all financial records and accounts for at least seven years from payment of the grant. The Council understands that this does not release them from any legal responsibility to keep records for longer periods.

Name: \_\_\_\_\_

Position in local organisation \_\_\_\_\_

Contact telephone number or email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. PLEASE RETURN TO THE COUNCIL OFFICE.**

## HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Corfe Mullen Town Council to contact the organisation about the application. The information will not be disclosed to third parties except as described below. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk) or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).