

ANGUS COUNCIL COMMUNITY GRANT SCHEME END OF PROJECT MONITORING REPORT



Guidelines to completing the end of project Monitoring Report

PLEASE read the following guidelines BEFORE completing your monitoring report. They will help you to fill it in correctly.

Project Costs table (see worked example overleaf)

Items of expenditure

This column will be filled in for you. The information in it comes from what you told us in your application form about the individual items making up your total project costs.

Costs indicated in application

This column will be filled in for you. The information in it comes from what you told us in your application form about estimated costs of items making up your total project.

We understand that these costs may be different from those that you actually incurred.

Angus Council Community Grant requested

This column will be filled in for you. We may have agreed to fully fund or part fund individual items of expenditure. There may be other items that have not been funded by the Grant Scheme, but by other funders or income sources.

We are particularly interested in those items fully or partly funded by the Grant Scheme. Your offer of grant letter contains details of the items we agreed to fund.

Final costs

These are the costs you actually incurred, which may be different to those that were estimated. You must complete this column.

Difference

Please tell us the difference between the amount in column 1 and column 4. If you have spent more, show a plus (+) sign. If you have spent less, show a minus (-) sign.

If you have spent a lot less than you estimated on items approved by the Grant Scheme, we will ask you to repay this money. It does not affect your chances of getting a grant for future projects.

Changes to project costs

If you have already informed us of any changes to your planned expenditure, and we have authorised them, there is no need to complete this box.

If you found that some of the items you asked us to fund were not required, and used the money for other things, you must tell us about this if you have not already done so.

Depending on what the changes were, why they were made, and if it made a substantial difference to your project, we will decide whether you need to repay any money.

Estimated income table

Source of income

If we funded 100% of your project, and you did not indicate that your project would bring in any income you do not need to complete the table.

This column will be filled in for you. The information in it comes from what you told us in your application form about where the remaining funding for your project would be coming from.

Estimated income as set out in application

Money from other funders - at the time of applying you may have indicated that you hoped/expected/knew that you would get money from funders.

Earned income -at the time of applying you may have indicated that you expected income from your project e.g. sales of goods, entry fees for an event.

Own contribution – this is the amount you said that your own organisation would be contributing from its current resources, or expected fundraising.

Actual income

Please complete this column, indicating the actual amount each of the funding sources produced.

Difference

Please tell us the difference between the amount in column 2 and column 3. If you have spent more, show a plus (+) sign. If you have spent less, show a minus (-) sign.

Changes to your estimated income

Please complete this box if you were unable to raise funding for your project from the sources you had hoped, indicating where funding did come from to enable your project to go ahead.

Make sure to include copies of invoices and receipts relating to items that the Grant Scheme agreed to fund.

Worked example of project costs

<i>Items of expenditure</i>	<i>Costs indicated in application</i>	<i>Angus Council Community Grant requested</i>	<i>Final costs</i>	<i>Difference</i>
Upgrade website	£1,500	£1,000	£1,200	-£300
Event marketing	£5,000	£1,500	£4,000	-£1,000
PA equipment	£2,000	-	£3,000	+£1,000
Insurance	£500	-	£500	
Printing costs	£2,000	£1,500	£500	-£1,500
TOTAL	£11,000	£4,000	£9,200	- £1,800

If you have any questions about how to complete the monitoring form, contact the External Funding Team on 01307 473221 or 01307 473350.