

**ANGUS COUNCIL COMMUNITY GRANT SCHEME  
END OF PROJECT MONITORING REPORT**

**PLEASE COMPLETE THIS FORM AND RETURN IT ALONG WITH  
EVIDENCE OF HOW YOU HAVE SPENT THE GRANT, PUBLICITY  
AND FEEDBACK ON YOUR PROJECT**

<b>REFERENCE NUMBER</b>	
<b>NAME OF APPLICANT ORGANISATION</b>	
<b>NAME OF CONTACT</b>	
<b>DATE OF GRANT APPROVAL</b>	
<b>DATE OF GRANT ISSUE</b>	
<b>GRANT AMOUNT APPROVED</b>	

**Outline of Progress**

*Expected Start Date*

*Actual Start Date*

*Expected Completion Date*

*Actual Completion Date*

*Reasons for difference in date (if any)*

**PROGRESS**

*Please give a brief summary of your project and details of how you spent the grant. If you didn't use the grant for the purpose set out in your application, please tell us why.*

Were there any major changes to your project? If so, did you tell us about them and receive approval from us for these changes?

Have any of the following changed since your received your grant approval?

Your constitution	YES		NO	
Your bank account details	YES		NO	

**PROJECT COSTS**

<b>Cost breakdown</b>				
	<i>Approved costs as set out in application</i>	<i>Final costs*</i>	<i>Difference</i>	<i>Date of payment (if applicable)</i>
<b>TOTAL</b>				

<b>Estimated income</b>				
	<i>Estimated income as set out in application</i>	<i>Actual income</i>	<i>Difference</i>	
<b>TOTAL</b>				

NOTE: Only costs incurred after your grant was approved are eligible.

**Please attach copies of invoices and receipts for all expenditure incurred.**

## **EVENTS**

*Where grant was provided towards an event, please provide a breakdown of each individual event within your overall monitoring report using appendix 1. Please provide a separate sheet for each event.*

*You should also attach an audited copy of your income and expenditure sheet for the event and a balance sheet.*

*Please tell us about any key achievements of your project.*

## **SPECIAL CONDITIONS**

*The following conditions were stipulated in your grant offer letter. Please tell us what progress has been made towards these or confirm you have adhered to them where appropriate.*

## **PUBLICITY**

*Please tell what steps you have taken to publicise Angus Council's contribution to this project.*

***Please provide copies of any press articles, newsletters, posters etc acknowledging the grant received***

## **EXIT STRATEGY**

*What plans are in place for the project once funding ends? Will it continue, be funded from elsewhere or will you reapply for a grant from Angus Council?*

<b>General Areas for Comment</b>	
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*Signature*                      *of*                      *Project*                      *Contact:*  
.....

*Date:* .....

**NAME OF MAIN EVENT** \_\_\_\_\_

**NAME OF EVENT** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_

**VENUE** \_\_\_\_\_

**TOTAL NUMBER IN ATTENDANCE** \_\_\_\_\_

**ESTIMATED OR ACTUAL** \_\_\_\_\_

**INCOME FROM TICKET SALES**      £

**COST OF EVENT**      £

**PROFIT/LOSS**      £

**NAME OF EVENT ORGANISER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**NOTE: A SEPARATE RETURN SHOULD BE MADE FOR EACH EVENT  
HELD AS PART OF AN OVERALL PROGRAMME OF EVENTS IN  
RELATION TO THE MAIN EVENT**

**PLEASE PROVIDE COPIES OF ANY VISITOR SURVEYS OR FEEDBACK  
FROM YOUR EVENT**