

**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>	

<b>Outline of Progress</b>	
<i>Expected Start Date</i>	<i>Actual Start Date</i>
<i>Expected Completion Date</i>	<i>Actual Completion Date</i>
<i>Reasons for difference in date (if any)</i>	

<b>PROGRESS</b>
<i>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.</i>

*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 you received your grant approval?*

<i>Your constitution</i>	<i>YES</i>		<i>NO</i>	
<i>Your bank account details</i>	<i>YES</i>		<i>NO</i>	

**PROJECT COSTS – read attached guidelines before completing this section**

<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>
<i>TOTAL</i>				

**Changes to project costs**

Please explain any unauthorised changes to what you spent the grant on.

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

**Changes to your estimated income**

Explain how any significant shortfall in expected income was managed

***I have enclosed copies of invoices and receipts for each item of expenditure approved under the Angus Council Community Grant***

Yes                       No

**If invoices have not been enclosed, please explain why**

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**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:*

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*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**