**Shap Community Enterprise**

**Grant Monitoring Form**

Please fill in all relevant sections of the application form. We aim to make our monitoring process as simple as possible but if you require support or clarification in answering anything please contact D Newsome or Elaine Allison on 01931 716771

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| --- | --- | --- | --- |
| **About your grant** | | |  |
| 1 | Name of your project or  Use of grant |  |  |
| 2 | Did you use the grant for the purpose described in the application? | | Yes / No |
| 3 | When did you receive your grant? | |  |
| 3 | Tell us how our grant helped your organisation |  |  |
| 4 | How many people benefitted from the grant? |  |  |

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| --- | --- | --- | --- |
| **Project expenditure** | | | |
| 27 | Project costs  (Please tell us what you spent on your project or activity) | Item | Cost |
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|  |  | **Total project Expenditure** | **£** |
|  |  | **Grant Awarded** | **£** |
|  |  | **Balance** | **£** |
| **Any unspent grant must be returned to us with this monitoring form. Please make cheques payable to ‘Shap Community Enterprise’** | | | |

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| **Records** | |
| Do you have receipts/invoices for all the items listed above? | Yes / No |
| **Important: You must keep records of all expenditure attached to our grant for at least 3 years. We may ask to see these records for audit purposes at any time during this period.** | |

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| --- | --- | --- | --- |
| **Declaration** | |  | |
| 30 | A member of your management group or committee needs to sign this application | Signed |  |
| Print Name |  |
| Position |  |
| Date |  |

Please send this completed Monitoring Form, along with any supporting documents, to

Elaine Allison, 2 Wasdale Flats, Shap, Penrith, Cumbria, CA10 3NH or

D Newsome Beech House, Shap, Penrith, Cumbria.

Alternatively drop your forms into Second Chance Charity Shop F.A.O Elaine Allison

Thank you