



MONITORING AND EVALUATION FORM

ANNUAL CORE GRANT FUNDING

**You are required to provide a written statement to explain
how the Core Grant has been spent**

Please return this form and the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ.

assistant@ludlow.gov.uk

Completion Deadline: 31st March of the financial year in which the Core Grant was awarded

Name of Group/Organisation

Name/Position

Address

Telephone No _____

Email Address _____

DETAILS OF GRANT

Amount Awarded

Year that the funding was received for e.g. 2027/28

Original grant purpose (as stated in the application)

Was the entire grant spent on its intended purpose?

YES/NO (*please circle*)

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES/NO (*please circle*)

If you have answered NO to either question above, please explain why (*continue on a separate sheet if needed*)

COMMENTS AND EVALUATION

Number of beneficiaries supported through the Core Grant

Benefits to the community from the grant

Plans to continue this work (include financial or other arrangements)

Did you need to raise additional funds?

YES/NO (please circle)



If yes, please specify sources and amounts

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Please add any other relevant information, highlights or comments

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Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website, social media and press releases.

☐ Tick if you do NOT wish to have your photographs to be used for publicity.

Signed _____

Date _____