



MONITORING AND EVALUATION FORM

PROJECT SUPPORT GRANT FUNDING

You are required to provide a written statement of how the Project Support Grant has been spent

When the project has been completed, please return this form, along with supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. townclerk@ludlow.gov.uk

Name of Group/Organisation

Contact Name/Position held in the Group

Address

Telephone No _____

Email Address _____

DETAILS OF GRANT

Amount of grant funding awarded

£

Financial year in which the funding was awarded

Purpose for which grant was made (as stated in the original application)

Can you confirm that the whole of the grant was spent on the purpose for which it was given?

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*)

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COMMENT AND EVALUATION

Number of beneficiaries supported through the Project Support Grant

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Please describe the benefits and outcomes delivered to the community as a result of the grant funding

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If you plan to, how will you continue this work? (indicate financial or other arrangements made)

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Did you need to raise additional funds?

YES / NO (*please circle*)

If yes, what other funds did you manage to raise and from where?

Please add any other relevant information:

Photograph and Feedback Submission

The Town Council requires feedback and photographs from grant-aided organisations.

Please be aware that 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 purposes.

Signed _____

Position _____

Date _____