Guidance Notes for Applicants

Completing your End of Project Monitoring Report

The End of Project Monitoring Report gives you the chance to let us know how your grant has enabled your project to take place. It is also a way for us to monitor the grant, ensuring that it is spent in line with the Terms & Conditions included in your grant fulfilment pack, and use the information you provide to report back to our client who made your grant possible.

End of Grant Monitoring Reports will be sent to applicants approximately a week after they have received their fulfilment packs. The Monitoring Reports are due after six months of the grant offer letter, or when their project has come to an end – whichever of these comes first. If the length of your project is longer than six months, then we will require a mini-update at this six month point, with the monitoring form to follow after the date of completion.

All projects should be completed after twelve months from an offer letter, unless otherwise stated in your fulfilment pack.

Grant Scheme/Round – This is where you state the name of the Fund you were successful in receiving, and also the round e.g. 2013/14 which you can find at the top of your Terms and Conditions document.

Grant Purpose – Give a one sentence summary of your funded project i.e. what the grant money was spent on. This will be similar to the project summary included in the initial Application Form.

Costings - The question 'HOW WAS THE MONEY SPENT?' is essentially an amendment of the Project Cost Breakdown included in your initial grant application. Here, you will be breaking down what was purchased/funded with the grant money, whilst providing RECEIPTS for any items exceeding £100.00 as proof when sending us your hardcopy.

Beneficiaries – The section enquiring about the number of direct beneficiaries involved in the project allows both us, and the donor, to gain a clearer idea of the scope of your project. We enjoy reading thorough accounts of how people have benefitted from your work, and encourage you to include any stories directly relating to the project. Success stories bring the project to life, especially when compiling an impact report.

Funding – Inform us of any other funding you may have acquired towards your project, and elaborate on how you will progress in the future. We like to know, as do our donors, that a project we have helped fund has a life beyond their received grant.

Feedback – We are constantly striving to improve our services, so any comments, complaints and/or suggestions are highly appreciated.

Applicants should include as many supporting documents as possible, for example:

- Photographs – Along with a success story, photographs breathe life into the work and allow us to visualise the growth of your project.

- Promotional documents - e.g. pamphlets, leaflets, posters, newsletters.

We strongly encourage you to send electronic copies of photographs and any supporting documents, as this allows us to use them for our impact report when the grants round ceases. This will let the donor see what impact the grant has made on your organisation, project and beneficiaries.