

## Heritage Grants Fund Monitoring Form

During the 2019/20 financial year your organisation received a grant from Swale Borough Council to run a community project through the Heritage Grants Fund. To ensure that the grant is spent correctly and that we continue to improve the scheme please could you complete this form and **attach a receipt to demonstrate how your grant was spent.**

By completing this form you will help us to get an idea of the:

- Number of people participating and benefiting from your project;
- Impact of the grant on the community;
- The place Culture Grants have had in supporting the community;

Please feel free to attach any further supporting evidence or your own evaluation of the project.

Please return the form **immediately after project completion** to the ECS Coordinator, Economy and Community Services, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent ME10 3HT, or by email to [hayleykeefe@swale.gov.uk](mailto:hayleykeefe@swale.gov.uk). If you have any questions please call 01795 417155.

Organisation Name: \_\_\_\_\_

Activity/Project Name: \_\_\_\_\_

Have you delivered the project outlined in your application? Was there any variation on this?

Would you have been able to run your project without funding from Swale Borough Council?

Please review the budget taken from your application and confirm expenditure and any income, copies of receipts can be used as evidence.

| <b>Expenditure</b>                                       | <b>Details</b> | <b>Amount</b> | <b>Actual / Comments</b> |
|--|----------------|---------------|--------------------------|
|  |                | £             |                          |
|  |                | £             |                          |
|  |                | £             |                          |
|  |                | £             |                          |
|  |                | £             |                          |
| <b>Total Project Expenditure</b>                         |                | £             |                          |
| <b>Income (cash/in-kind)</b>                             | <b>Details</b> | <b>Amount</b> | <b>Actual / Comments</b> |
|  |                | £             |                          |
|  |                | £             |                          |
|  |                | £             |                          |
|  |                | £             |                          |
|  |                | £             |                          |
| <b>Total Project Income</b>                              |                | £             |                          |
| <b>Grant Request ( Total Expenditure – Total income)</b> |                | £             |                          |

Please contact us if your project has underspent on funds received and we can discuss any possible refund to Swale borough council.

Swale Borough Council may contact you for further information on your project for us to share this good news story.

**Declaration:**

I confirm that the information provided in this form and accompanying documents is correct, as far I know, and conforms to the standard conditions of a Heritage Grant agreement letter, which was signed to receive a grant.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**You may scan or request an email version of this form but please do not forget to attach your receipts for how the grant was spent.**