|  |
| --- |
| **Sheffield City Council**  **Community Fund 2022/23 – October 2022**    **Grant Monitoring Form** |

|  |
| --- |
| **Please return within a month of the end of your activity** |

1. Please give the name of your organisation as it appeared on your payment letter:

Click or tap here to enter text.

2. Please tell us the main contact for this monitoring form:

1. Title: Click or tap here to enter text.
2. First Name: Click or tap here to enter text.
3. Surname: Click or tap here to enter text.
4. Position held within organisation: Click or tap here to enter text.
5. Daytime phone no: Click or tap here to enter text.
6. Email address: Click or tap here to enter text.
7. Full postal address where we should write to you about this monitoring form if you do not have an email address:

Click or tap here to enter text.

1. How much was your grant? **Please check your payment letter:**

Click or tap here to enter text.

1. Please give a breakdown of how you spent the grant. You will need to send us a **receipt** for any **items of capital expenditure over £100**. You must keep receipts for all other items of expenditure but you do not need to send them to us: **See Community Fund Signature and Grant Conditions Form – paragraph 8.**

|  |  |  |
| --- | --- | --- |
| **Description of item(s) the grant was spent on** | **Amount £** | **Receipt enclosed Y/N** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total grant expenditure** | **£** |  |

1. If you did not spend all of your grant, you can either return what is left, or ask to spend it on something else of benefit to your community. Please note, if you spend part of the grant on something other than what it was given for, without seeking approval, we may ask for the money to be returned. Please make your request or tell us your decision below:

Click or tap here to enter text.

1. When did your activities take place?

* Start date: Click or tap here to enter text.
* End date: Click or tap here to enter text.

1. How many people benefitted from this grant? Click or tap here to enter text.

1. Was the activity targeted to engage any of the following groups of people (tick ✓ as many boxes that apply)

* BME people Yes
* People over 60 Yes
* Women Yes
* Men Yes
* Gay. Lesbian or transgender people Yes
* Children or young people under 18 Yes
* Disabled people or people with a limiting long-term illness Yes
* A particular faith group Yes

16. How successful was the activity in engaging the group(s) you have indicated:

Click or tap here to enter text.

17. How successful was the activity we funded? Please rate it on the scale below by ticking ✓ the most appropriate box:

* The activity wasn’t as successful as we’d hoped Yes
* The activity went well Yes
* The activity was even more successful than we’d hoped Yes

18. If the activity didn’t go as well as planned, why do you think this was?

Click or tap here to enter text.

19. Will the service/activity continue? (please tick ✓)

Yes

No

20. Please tell us how your users benefitted?

Click or tap here to enter text.

20. We want our grant process to be as user friendly as possible and value your comments. Please tell us below what went well for you and what we can do to improve our service:

Click or tap here to enter text.

**Declaration**

**I confirm that the information provided above is a fair and accurate record of our organisation’s use of the Community Fund.**

**Name:** Click or tap here to enter text.

**Position in organisation:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Email:** Please scan signature and return to: [communityfund@sheffield.gov.uk](mailto:communityfund@sheffield.gov.uk)