

1. Grant Summary

Name of organisation:	
Project Title:	
Amount Awarded:	£
Date Grant Received:	

2. Basic Details

Your Name:	
Correspondence address:	
Telephone number:	
Email address:	

3. About your project

Please explain the purpose of your grant in more detail (This can be similar to the summary provided in your original grant application)

Please demonstrate how this grant was spent

(If possible, give a breakdown of any specific use of the grant. You may supply this information as a separate budget, or identify this through your accounts, if you prefer.)

What was the total cost of this project?	£
Did any of the following occur in the 12 months following grant award? <i>(Please select all that apply, or leave blank if none are applicable)</i>	Increased membership Wider public awareness Additional services Improved service delivery Increased user involvement Increased volume of work
Has your organisation encountered any unexpected issues during the past 12 months, and will you make any changes as a result?	<div>YESNO</div> <div>If yes, please give details:</div>

<p>Have you collected any monitoring statistics in the 12 months following grant award?</p> <p><i>(If you have your own separate report you are welcome to attach it)</i></p>	<p>YES NO</p> <p>If yes, please describe your methods and outcomes:</p>
<p>What other evidence do you have that your organisation met the needs that were described in your original application?</p>	
<p>Do you wish to add anything about the use of the grant that you would like to bring to the attention of Trustees?</p>	

7. Submitting your monitoring & evaluation form

Please tick the documentation you are submitting with this form:

Most recent accounts

Project budget to identify how your grant was spent

Your own monitoring report

Photos or videos showing the end result of the project

Other (Please state _____)

(Tick) I consent to The Len Pick Trust using our project (and any photos or videos attached) in marketing activities, including on social media channels.

Thank you for completing this form. Please now save this form and email to **enquiries@lenpicktrust.org.uk** - you can also do this by clicking the button below.