**Southampton City Council**

**Events and Festivals Grant**

**Monitoring**

Southampton City Council requires all grant aided organisations to complete an end of grant monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the grant have been met.

**If there are problems or changes**

The council realises that things may not always go according to plan - timescales slip, budgets and circumstances change. However, it is important that we are made aware of any problems or changes as they arise and that you do not wait until you send in your monitoring form. We are always happy to discuss any such issues with you and what they could mean for your grant.

Please be aware that if you are considering a different use for the grant than it was awarded for you **must** contact the council before you go ahead. Any unspent grant must be returned to the council unless other terms have been agreed.

Finally please ensure that you complete all sections of the following form and that you refer to what you said in your grant application form. If we require any more information or clarification then we may telephone or arrange to visit you.

**Please return your completed monitoring form and copies or your receipts to** **grants@southampton.gov.uk**

**Privacy Notice**

Southampton City Council is collecting this information in order to award and monitor grants and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council’s handling of your personal data can be found in its privacy policy, available online at <http://www.southampton.gov.uk/privacy> or on request.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**1. Contact Details**

**Name of your organisation**

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| --- |
|  |

**Address of organisation**

|  |
| --- |
|  |
| Postcode |  |

**Name and position of person completing this form**

Title First Name Last Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

Position

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**Telephone Number**

**Email**

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**Date form completed**

**2.** **Receipts**
Please attach a list of expenditure and copies of receipts for items over £250 confirming the grant money was spent as set out in your application form (photocopies/photos are acceptable).

[ ]  **Receipts attached/enclosed** (please tick to confirm)

**3. Was the actual income and expenditure in line with the estimated budget provided in your grant application?** If not please explain any significant differences.

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**4. Please tell us about the event**

In this section we would like to know all about the event/festival we supported.

4a – What went well and what could have gone better?

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4b – What would you do differently for future events/festivals? How could your event/festival be improved for future years?

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4c – How has the grant helped you attract additional partners or funders for this or future events?

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4d – Did you do any evaluation of the event/festival with attendees? If so, please send us a copy of the report. If not, will you do attendee evaluation at future events/festivals?

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4e – Did anything impact on your event/festival that was outside of your control, either positive or negative? For example, did you have higher numbers than expected because it was sunny or lower numbers because of traffic issues?

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**5. Equalities data for the event/festivals**

As far as possible, please complete the following tables. This information helps the council ensure it is supporting all communities in the city.

|  |  |
| --- | --- |
| Total Number of attendees |  |

|  |  |
| --- | --- |
| **Ethnicity** | **No. of attendees** |
| Asian – Bangladeshi |  |
| Asian – Indian |  |
| Asian – Pakistani |  |
| Asian – Other |  |
| Black – African |  |
| Black – Caribbean |  |
| Black – Other |  |
| Chinese |  |
| Mixed – White and Asian |  |
| Mixed – White and Black African |  |
| Mixed – White and Black Caribbean |  |
| Other |  |
| White – British |  |
| White – Irish |  |
| White – European |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Disability** | **No. of attendees** |
| Disabled People |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Gender** | **No. of attendees** |
| Female |  |
| Male |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Age** | **No. of attendees** |
| Under 18 |  |
| 18-24 |  |
| 25-44 |  |
| 45-60 |  |
| 60+ |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **UK Armed Forces (any branch)** | **No. of attendees** |
| Currently serving personnel or their family members |  |
| Former service personnel or their family members |  |

**6. Compliments and Complaints**

If you have received any compliments and/or complaints about the grant supported event/festival or your organisation during the grant award period please provide a list briefly outlining the compliments and/or complaints (please remove all personal names / contact details from the list as these are confidential). For complaints please also list your actions to resolve them.

Compliments / complaints list attached: [ ]

No compliments / complaints to report: [ ]

**7. Promoting events/festivals supported by SCC**

Please tell us where you have acknowledged our support for your project/work. Tick all that apply.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Signage | [ ]  | Press Release | [ ]  | Logos on documents |
| [ ]  | Leaflets | [ ]  | Launch | [ ]  | Logos on forms |
| [ ]  | Posters | [ ]  | Website | [ ]  | Logos on reports |
| [ ]  | Radio | [ ]  | TV | [ ]  | Video |
| [ ]  | VisitSouthampton website |  |  |
|  |
| Other: |

**8. Please briefly tell us how this grant has helped your event/festival (your comments will be kept on file and may be used to promote the council’s grant schemes)**

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**9. Is there anything else you would like to tell us about the organisation, work or project?**

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**10. Photos, videos and other media**

We would like high quality photos, videos and other media of your event/festival to showcase the city as a place of culture and a destination to visit. Please confirm you are happy for us to use them in this way, with full acknowledgment of their source/copyright, by ticking the box below.

[ ]  Yes, we are happy for the photos, videos and other media submitted with this grant monitoring report to be used by the council, with full acknowledgement, to promote Southampton as a city of culture and destination to visit.

Please note: Our email system will not accept emails larger than 20mb. If your photos, video and other media are larger than 20mb and are not available online (for example, on You Tube) please contact us to arrange how you can submit them.