

**Southampton City Council**

**Community Fund**

**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 to voluntary and community organisations, 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**

|  |
| --- |
|  |

**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 confirming the grant money was spent as set out in your application form (photocopies 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 work/project**

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| --- |
| In this section we would like to know all about the work/project we grant funded. Please tell us if the work/project happened as you set out in your grant application. Please explain the reasons for any changes. Were there any unplanned or unintended positive and/or negative results? |
|  |

**5. Equalities data for the funded project/work**

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 beneficiaries\* |  |

\* By ‘beneficiaries’ we mean anyone who benefitted from the work/project. This may include the members of your organisation, your committee and the local community.

|  |  |
| --- | --- |
| **Ethnicity** | **No. of beneficiaries\*** |
| 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 beneficiaries\*** |
| Disabled People |  |
| Prefer not to say |  |

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

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

|  |  |
| --- | --- |
| **UK Armed Forces (any branch)** | **No. of beneficiaries\*** |
| 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 funded project/work or your organisation during this monitoring 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 at this time: [ ]

**7. Promoting projects funded 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 |
|  |
| Other: |

|  |
| --- |
| Please briefly tell us how this grant has helped your organisation and/or service users (your comments will be kept on file and may be used to promote the council’s grant schemes)  |

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

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