

**Grant Monitoring Form**

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**SECTION 1: FINANCIAL INFORMATION**

|  |  |
| --- | --- |
| Name or group / organisation |  |
| Amount awarded | £ |
| Date of award (mm/yy) |  |
| Has the entire grant been spent? | **Yes / no** (if no, please explain why) |
| Please provide a breakdown of how the funds have been allocated |  |

**SECTION 2: IMPACT**

|  |  |
| --- | --- |
| How has the grant benefitted your organisation? |  |
| How has the grant benefitted individuals or communities in Stevenage and/or the surrounding villages? |  |
| Approximately how many people from Stevenage and the surrounding villages will benefit from the grant? |  |

**SECTION 3: PUBLICITY**

|  |  |
| --- | --- |
| Did Stevenage Community Trust receive any public acknowledgements for this funding in the local press/ newsletters/website/annual report/other? (Please provide details and attach copies when returning this form) |  |
| We rely on personal feedback from our grant recipients to attract new donors and retain existing supporters who make our grant giving possible. Please could you therefore provide a short ‘thank you’ explaining what you have been able to achieve with this funding and how it has made a difference to your organisation and local people. |  |

Name: Date:

**Once complete, please return to: Stevenage Community Trust, Stewart House, Primett Road, Stevenage, Herts, SG1 3EE or email to** [**grants@stevenagecommunitytrust.org**](mailto:grants@stevenagecommunitytrust.org)