

ASHINGTON TOWN COUNCIL GRANT MONITORING - FORM C: PROJECT COSTS REPORT (£2,500+ FUNDING)

Due 3 months after first payment

Organisation Details

Organisation Name: _____ Grant Award Amount: £ _____

Contact Person (completing form): _____

Position: _____ Signature: _____

Project Progress

1. Current status of your project:

- ☐ On track
- ☐ Slightly behind
- ☐ Significantly delayed
- ☐ Completed early

2. What progress has been made against your original objectives?

3. What activities have been completed so far?

4. How many Ashington residents have benefited to date? Number: _____

5. Expected completion date: _____

6. Are there any risks to project completion? If yes, how are you addressing them?

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Financial Progress

- 7. Amount of first payment spent so far: £_____
- 8. What has the money been spent on?

9. Please attach receipts/invoices for expenditure to date.

10.Are costs in line with your original budget?

- ☐ Yes
- ☐ No - please explain:

Publicity Evidence

11.How have you credited Ashington Town Council's support so far?

12.Please provide evidence (photos, screenshots, press clippings) of publicity given to the Council.

Next Steps

13.What are your priorities for the remainder of the project?

14.Is there any support you need from the Council?

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SUBMISSION REQUIREMENTS

All Forms Must Include:

- Completed form signed by authorised representative
- Receipts/invoices for expenditure
- Evidence of Council publicity credit (photos, screenshots, etc.)

Deadline: All evaluation forms must be submitted within 4 weeks of the evaluation request date.

Submission Methods:

- Email: admin@ashingtontowncouncil.gov.uk

Contact for Queries:

- Email: admin@ashingtontowncouncil.gov.uk
- Phone: (01670) 624521

Important Note: Failure to submit required monitoring reports may result in exclusion from future funding rounds, request for grant repayment, and/or withholding of second payment for grants £2,500+.