

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?

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

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?

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

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+.