

# ASHINGTON TOWN COUNCIL GRANT MONITORING - FORM D: RUNNING COSTS REPORT (£2,500+ FUNDING)

*Due 3 months after first payment*

## Organisation Details

Organisation Name: \_\_\_\_\_ Grant Award Amount: £ \_\_\_\_\_

Contact Person (completing form): \_\_\_\_\_

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

## Service Delivery Progress

1. How many Ashington residents have benefited from your services since receiving the grant? Regular users: \_\_\_\_\_ Occasional users: \_\_\_\_\_
2. What services/activities has the funding enabled you to provide?

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3. What impact has the funding had on your service delivery so far?

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4. How does current service delivery compare to your original plans?

- ☐ Exceeding plans
- ☐ Meeting plans
- ☐ Below expectations

## Financial Progress

5. Amount of first payment spent so far: £ \_\_\_\_\_

6. What has this money been spent on?

- ☐ Rent/premises
- ☐ Staff costs
- ☐ Utilities
- ☐ Insurance
- ☐ Equipment
- ☐ Other: \_\_\_\_\_

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

**ASHINGTON TOWN COUNCIL GRANT MONITORING - FORM D: RUNNING COSTS REPORT (£2,500+ FUNDING)**

8. Are you managing within your planned budget?

- ☐ Yes
- ☐ No – please explain: \_\_\_\_\_

**Beneficiary Impact**

9. What feedback have you received from service users?

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10. Can you provide any examples or case studies (anonymised) of positive impact?

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**Publicity Evidence**

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

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

**Sustainability and Planning**

13. What steps are you taking to ensure long-term sustainability?

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## ASHINGTON TOWN COUNCIL GRANT MONITORING - FORM D: RUNNING COSTS REPORT (£2,500+ FUNDING)

14. Have you applied for or secured any additional funding?

- ☐ Yes - Details: \_\_\_\_\_
- ☐ No

### Challenges and Support

15. Have you encountered any challenges in delivering your services?

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16. 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](mailto:admin@ashingtontowncouncil.gov.uk)

#### Contact for Queries:

- Email: [admin@ashingtontowncouncil.gov.uk](mailto: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+.