

The National Lottery Community Fund

Project monitoring form for National
Lottery Award for All (grants up to £10,000)

What's this form for?

- ✓ **Use this form** to describe what you've achieved by running your project. By your project we mean the activities, services or facilities we have funded, as described in our original offer letter, together with any changes we agreed with you since then.
- ✗ **Don't use this form** to inform us about changes to your contact, organisation, bank account or project details.

Project ID

Organisation name

Project name

1. What difference has your project made?

Describe the difference your project has made to the people, organisations or communities it was intended to benefit.

You can write up to 2,000 characters (about 300 words).

2. What did you spend the money on?

Using the headings from your application form, give the amounts you actually spent.

Revenue item or activity	Total costs (£)			Amount from The National Lottery Community Fund (£)		
	Planned	Actual	Difference	Planned	Actual	Difference
Final total						

Explain any differences between your planned and actual expenditure. If you have unspent funds, of up to £1,000, don't return this amount to us at the moment. We'd prefer you use it to do more to benefit the people, organisations or communities you've already been working with. Therefore, confirm this figure below and use this form to tell us briefly what more you'd like to do. Your funding officer will then get in touch to discuss your proposal with you.

You can write up to 2,000 characters (about 300 words).

If you've more than £1,000 of unspent funds, you'll need to return this money to us, so either:

Make an electronic Bacs transfer payment, quoting your Project ID, to:

Account name: Main Grants
Sort code: 300008
Account number: 02976120

Or post a cheque made payable to '**The National Lottery Community Fund**' to:

The National Lottery Community Fund
Finance Department
Apex House
3 Embassy Drive
Edgbaston
Birmingham
B15 1TR

Please write your project ID and project name on the back of the cheque.

Declaration

By returning this form, you're declaring that you have complied with the terms and conditions set out in your offer letter. Broadly these cover that:

- the information in this report is accurate and true and has been approved by the governing body of your organisation
- the money from The National Lottery Community Fund has been used exclusively for the project described in your original application, together with any changes you've agreed with us since then
- there haven't been any significant changes to your project or the governance of your organisation apart from any you've told us about and we've agreed to
- you've told us about all other sources of funding for your project and you haven't received any duplicate funding for the activities, services or facilities The National Lottery Community Fund is paying for
- you have sought to achieve value for money for your project by securing goods and services at reasonable prices
- your organisation keeps full and proper accounts and records, including invoices and receipts, which show how the money from The National Lottery Community Fund has been used
- your organisation has an equal opportunities policy and, if working with children, young people or vulnerable adults, a safeguarding policy; these policies are carried out and regularly reviewed to ensure they adhere to current legislation and regulations
- your organisation hasn't disposed of any The National Lottery Community Fund funded assets without getting permission from us in writing
- your organisation is following all current statutory requirements and other laws and regulations relating to the project and its work including: adherence to employers' liability insurance; the national minimum wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection and intellectual property rights legislation.

Please attach anything we've asked you to send us as part of our monitoring for this programme.