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| Reading Integration Board (RIB) –Project Grants 2024/5**Monitoring Form** |  |

|  |  |
| --- | --- |
| Name of organisation |  |
| Correspondenceaddress post code |  |
|  |  |
| *contact information* | *main contact* |  | *second contact* |
| Name |  |  |  |
| Tel |  |  |  |
|  Email |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
| Amount of grant awarded: | **£** | Decision BookDate *(office use only)*: | **\_ \_ / \_ \_ / \_ \_ \_ \_** |
| Name of the service/project |  |
|  |  |
| Purpose for which grant was given |
| special condition/s of grant (if any) |  |

**WHY WE NEED MONITORING INFORMATION**

The Council monitors all grants made, as it involves the spending of public monies. Please complete this form as fully as possible in order to confirm that the grant was spent on the purpose for which it was awarded.

Your monitoring information will also help us assess how Reading Integration Board’s (RIB)

Project Grants  2024/25 are supporting achievement of the RIB Priorities.

1. Please list all items purchased and their cost and **attach relevant receipt** *Scans/ Photocopies are acceptable*

Financial breakdown for grant (please complete this table *in as much detail as possible*):

|  |  |  |  |
| --- | --- | --- | --- |
| Income | £ amount | Expenditure | £ amount |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |

1. Also attach the following:
* A copy of the bank statement/s *showing receipt of grant*
* A copy of the bank statement/s *showing expenditure of grant*

 Examples of publicity displaying the Borough Council logo, including on your organisation’s website if applicable

1. Please outline the project undertaken, it’s aim(s) and to what degree this was achieved.

As well as how your project was assisted by the the grant awarded by RBC.

|  |
| --- |
| Project Name:  |
|  |
| Project aim(s):  |
|  |
| What were the outcomes of your project, emphasising successes and any challenges faced (500 words) |
|  |
| How many people have been supported/benefitted? |
|  |

If you have any queries regarding completion of this form contact

Beverley Nicholson, 0118 937 3643 or beverley.nicholson@reading.gov.uk

**This form should be returned by 30th april 2025**

*(For projects starting in financial year 2024/25)*

Please email to: beverley.nicholson@reading.gov.uk