

Libor Fund grants

End of grant project monitoring form

(Some large or complex grants may require staged payments. For these grants, an interim monitoring form will be used.)

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 contacts, organisation, bank account or project details.
- You need to answer all the questions. When you've finished, send the form by email to LIBOR-GrantTeamMailbox@mod.uk

Reference Number	
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Organisation name	
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Project name	
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1. What difference has your project made?

Describe the overall difference your project has made to the communities and organisations it was intended to benefit.

Tell us why it was a success, including examples of how individual people have benefitted. Tell us how many people have benefited overall.

You can write up to 3,200 characters (about 500 words).

2. What did you spend the money on?

Using the headings from your application form, give the amounts you actually spent.
Only enter whole numbers.

	Total Costs			Amount from the Libor Fund		
Item or activity	Planned	Actual	Difference	Planned	Actual	Difference
Final total						

3. Explain any differences between your planned and actual expenditure.

If you have unspent funds don't return this amount to us at the moment. We would be interested in your ideas to 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).

4. Evidence of activity

Tell us about any publicity and press coverage your project has received, as well as any social media coverage or relevant testimonials. If you have photos of the funded activity please do not email this. Instead send us a hyperlink to where we can find it or post copies to us.

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

5. What went well and what could have gone better?

Tell us about the successes and lessons learnt from your project. If something did not go as well as you had anticipated, what would you do differently if you had the chance? If you conducted a formal evaluation regarding your project please tell us about it here.

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

6. 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 Libor 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 that the Libor 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 Libor Fund has been used

☐ your organisation hasn't disposed of any Libor 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.

7. Attachments

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

Please don't attach other files (particularly pictures). Instead, send anything else you'd like us to see by email or post directly to your funding officer. You can attach files up to a total of 8MB.