**Graphical user interface

Description automatically generated with medium confidence**

Community Plus Fund Monitoring Form (over £5k)

Organisation name:   
Project title:

You must complete this form at your project’s half-way stage and within six weeks of the end date of your project. Email it as a Word Document to [communityplusfund@kirklees.gov.uk](mailto:communityplusfund@kirklees.gov.uk) along with your Financial Evidence which can include payslips, invoices, receipts, accounting software reports, accounts or ledger copies, bank statements with highlighted entries. These can be submitted in formats such as Jpeg, PDF

Any delays in submission, insufficient information supplied or failure to comply with the Grant Agreement may result in further payments of grant being withheld, some or all the grant monies being repaid to us and / or ineligibility to receive Council funding in the future.

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|  | HALF-WAY MONITORING | | END-OF-PROJECT MONITORING | |
| How many people benefited from your project? (add total number here)  If you collected demographic data, also add the numbers below: | | **?** |  | **?** |
| Gender | Male |  | Male |  |
| Female |  | Female |  |
| Non-binary |  | Non-binary |  |
| Prefer not to say or not known |  | Prefer not to say or not known |  |
| Age | Under 18 |  | Under 18 |  |
| 18-34 |  | 18-34 |  |
| 35-49 |  | 35-49 |  |
| 50-65 |  | 50-65 |  |
| 65+ |  | 65+ |  |
| Ethnicity | Asian/Asian British |  | Asian/Asian British |  |
| Black/Black British |  | Black/Black British |  |
| Mixed/Multiple Ethnic Background |  | Mixed/Multiple Ethnic Background |  |
| White British |  | White British |  |
| Other |  | Other |  |
| Prefer not to say or not known |  | Prefer not to say or not known |  |
| Health condition or disability | No |  | No |  |
| Yes |  | Yes |  |
| Prefer not to say or not known |  | Prefer not to say or not known |  |
| How many sessions have you run? | **?** | | **?** | |
| How many volunteers were involved? Include hours contributed and monetary value (hours x minimum wage) | **?** | | **?** | |
| Tell us about your project successes |  | |  | |
| Tell us about any challenges and how you overcame them |  | |  | |
| Did it meet the expectations in your application form?  If not, explain why? |  | |  | |
| Have the grant monies been spent in line with your original application and Grant Agreement?  To demonstrate this, you MUST COMPLETE the financial section below and submit evidence of financial spending |  | |  | |
| What’s next?  What are your plans now the funding has finished – tell us how the project will continue? |  | |  | |
| I am authorised to sign this form on behalf of the organisation named above and the information I have given is accurate | | | | |
|  | **Sign, print name and date** | | **Sign, print name and date** | |

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| Half-way Case Studies  Share any ‘good news’ stories or case studies. You can tell us how the CPF Grant made a different to your project and how it benefitted those who are taking part.  You can include photographs, video clips, links to social media, comments or quotes from participants, case studies – these can be anonymous. Ensure you have permission for these to be passed to us and used in Kirklees Council publicity (see consent form below) |
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| End-of-Project Case Studies |
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| **Community Plus Fund - Financial Breakdown** | |
| **DIRECT COSTS:** Project costs which are clearly and directly incurred as part of the project. For example, volunteer expenses, venue, vehicle or equipment hire, project materials, the salaries of specific project staff, and all other costs easily identifiable as part of the project    **INDIRECT COSTS:** We will make a reasonable & fair contribution towards indirect costs for the project duration. In total, this contribution cannot exceed 20% of your total bid and must be justified as reasonable. Indirect costs are overheads which are necessary for the organisation to operate. For example, management, administration, stationery, rent, heat, lights, phone & broadband    **CAPITAL COSTS:** These will be considered based on project outcomes, such as larger scale and longer-term asset-related works. Competitive quotes / tenders may be required. Investment in premises is only permitted if the applicant owns the premises or has a 20-year + lease. \* Repairs, refurbishments, or anything which is a landlord's responsibility will not be funded. | |
| **Item** | **Cost** |
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| We use photos and written feedback to help us share the positivity of the projects and our partnerships. For us to comply with data protection and confidentiality regulations, we need written consent that you are happy for us to use images and words that you have sent us in relation to the above grant application and monitoring. There is no obligation to sign this consent form if you or anyone in the photographs are not happy for the images or words to be published. If you sign but change your mind in the future and ask us to stop using the images or words, we will comply but cannot guarantee that the images or words will not remain in circulation online or offline. We will only use your information in ways that you are happy with. By signing below, you consent those photos, videos and information supplied to us as part of this monitoring form may be used online and offline by Kirklees Council to promote the work of Community Plus and *Community Plus Fund*. This may include (but not exclusively) social media and websites, outdoor media, internal communications such as the Council intranet, printed marketing such as leaflets and posters, printed media such as newspapers, digital TV and for staff training. If anyone in a photograph is under the age of 16, you are signing to confirm you have received consent from their parent or carer. [Our Privacy Notice is online](https://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-community-investment-fund.pdf) | |
| **Sign, date and print name** | |

**Complete all the sections and email this form and accompanying financial evidence to** [**communityplusfund@kirklees.gov.uk**](mailto:communityplusfund@kirklees.gov.uk)

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| --- | --- | --- |
| LEAVE THIS SECTION BLANK  OFFICIAL USE ONLY | Have Half-way monitoring conditions been met?  YES / NO  Sign with your name, position & date | Have End-of-Project monitoring conditions been met?  YES / NO  Sign with your name, position & date |