

Monitoring Report - Community Grant

Please complete this form as fully as you can. We would like to use some of the information on our website to inspire local communities and organisations to think about undertaking their own projects. We would also like to share with you in celebrating what you have achieved, and learn from you to achieve the most benefit from our future grant funding.

Name of Organisation	
Name of Project	
Email address and telephone number of contact completing form	
How much money did you receive?	
Date grant received	
Please itemise below how you have spent the grant money so far. For items over £1,000 please attach a copy of the receipt/invoice.	
Total Spent of the Woodsmith Foundation grant	
Total cost of delivering the project including grant received from the Woodsmith Foundation	

If you have money remaining please let us know how much and what you would propose to spend this money on and we will feed this back to the trustees to ask for approval to proceed. Please note this needs to fit in with the original aims of the grant. Please do not spend this without confirmation from us. If this is spent on items or activities we have not agreed then we may ask for this money to be returned.

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Please tell us what you did. If this was different in any way to what you planned to do in your application, please explain why.

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How many people did your project benefit? How many of these people were new to you and did not, or could not, benefit from your organisation without this grant?

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Please tell us what difference the project has made e.g. the new space created, new beneficiaries now able to use your facility/services, new services offered.

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Please share an image and some feedback regarding the project on your social media and insert a link for us below. If you are unable to do this please let us know your account name and the date shared. We will then reshare this on our social media platforms. Please ensure you have consent of anyone photographed. You can find us at Twitter @WS_Foundation, Instagram @WOODSMITH_FOUNDATION on Facebook at @woodsmithfoundation or on LinkedIn

Alternatively, If you are not able to do this please send us a quote from a beneficiary of the grant alongside a photograph. ** this photo will not be shared and only used internally.*

What have you and your organisation learnt from doing this project? Include things such as whether you would do things differently if you were to do it again, whether a need for further work has been identified through your project or perhaps how your work might evolve in the future to provide better outcomes for the people or community you are working with.

Did you evaluate your project with a formal outcome or impact report that you can share with us? Or perhaps you have some data or key learnings you would like to share with us to inform our future work.

Please tell us about your experience with Woodsmith Foundation, including what it was like to work with the Foundation, how you found our application and monitoring processes and anything we could do to improve.

Signature	Full Name	Position in Organisation	Date

Thank you for taking the time to evaluate the grant you received by filling out this form.