

Monitoring Report – Small Grant for Everyday Essentials & Activities

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	
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	

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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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?

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 on Facebook at @WoodsmithFoundation, Instagram at @woodsmith_foundation and LinkedIn at @WoodsmithFoundation.

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.*

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.

Completed by:

First name	
Last name	
Position in organisation	
Email address	
Telephone number	
Date/time:	
Signature:	

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

For reference only - please complete online link