



Appendix 4 - Sample monitoring Form

Organisation	
Project	
Lead Contact & email	
Funding amount approved	

1. Progress

State below progress made against the agreed outcomes stated in your application form and provide additional comment where appropriate

Milestones/Targets/Outcomes/no of attendees (as per application form)	Progress against Milestones/Targets/Outcomes/no of attendees	Comment
•	•	

2. What were the key benefits of the funding provided?

3. Did you deliver in line with your application?

4. Has funding met the need identified in your application, please evidence?

5. What is the future of your project? Please select from the below options and provide further evidence regarding your selection

Please choose one of the below options	Please evidence. For example, referral numbers, waiting lists, exit route, embedded into alternative funding etc.
The aims and objectives have been fully met, and the project/service can end- (The project was a one off and there is no issue with funding ending) <input type="checkbox"/>	Please describe if this was a one off to purchase goods or training and why there is no issue in this ending
There is an evidenced need that there is still a demand for the project <input type="checkbox"/>	Please outline your evidence for continued unmet need and demand
The project will be embedded and funded within existing provision <input type="checkbox"/>	Please describe what service this will be embedded into and how this will be funded
The project will end with no further funding available <input type="checkbox"/>	Please describe how you will mitigate the impact of this
Other <input type="checkbox"/>	

6. Declaration

I confirm that I have used the funding provided for the purposes intended and in line with grant terms and conditions.

Signed Print Name Date / /

(Office use only) Approved By	Date	Comment

Please return completed form to spencer.martin@swansea.gov.uk by 30th February 2088