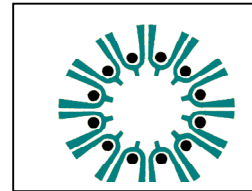


Reference no.:

For office use only



Grassroots Grants Monitoring Form

If you need help and advice, please contact us on [01952 291350](tel:01952 291350) or email us at colleenwickstead@tandwcvcs.org.uk

1. Name of
organisation

Please tell us how you have spent your budget

2. Your project's budget

Type of cost	Description of cost	Total cost £ (incl. VAT)	Actual costs £
Staff and volunteer costs (for staff salaries – give headcount, rate of pay, period covered, and employer costs)			
Organisation overheads (e.g. premises, utilities, governance, management) (apportionment may be appropriate)			
Service delivery costs (e.g. events, marketing, travel)			
Capital costs (equipment cannot be the entire or main part of your budget)			
Changes in budgeted expenditure **			
Total			

3. **Please explain any changes (if any) in your budgeted expenditure

--

I confirm that the information provided is correct,

Signature

--

Name

--

Job Title

--

Telford and Wrekin CVS is registered to hold data under the Data Protection Act 1998

PLEASE SUBMIT THIS FORM IN ACCORDANCE WITH YOUR CONDITIONS OF GRANT

What next?

Please ensure that you have completed all sections of the monitoring form and then send or email to:

**Colleen Wickstead
Telford and Wrekin CVS
Meeting Point House
Southwater Square
Town Centre, Telford
Shropshire TF3 4HS**

colleenwickstead@tandwcvcs.org.uk