

Herstmonceux Parish Council
The Parish Office
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Gardner Street, Herstmonceux
East Sussex, BN27 4LG
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Herstmonceux Parish Council Monitoring and Evaluation report for grants over £500

Please use this form to describe what you have spent your grant on.

Project Name	Organisation
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1. What have you achieved?

Describe the development activities you have completed using approx 300 words.

2. What did you spend the grant on?

Revenue	Planned (£)	Actual (£)	Difference (£)	Amount used from PC Grant
Revenue total				
Overheads				
Overheads total				
Capital				
Capital Total				
Final total				

Please provide a breakdown of any differences.

**3. Have you secured any other funding you need?
If so please complete the part below:**

Funding source	Amount (£)	Secured? Please indicate Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No

4. What change has occurred as a result of your project?

Your project outcome		
Change indicators	By when?	How much has happened so far?
If you have achieved more or less than you planned, explain why you think this is.		

Name of person completing this form: _____
Role in group or organisation: _____
Date: _____