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|  | **Broadstairs & St. Peter’s Town Council**  **Grant Monitoring Form** | | | | For Office Use:  Civic Year: |
| Instructions and Information:   * The Monitoring Form should be submitted to Broadstairs & St. Peter’s Town Council.   a. for events, within 3 months of the event being held  b. for groups and organisations and civic grants, by the end of the financial year that the grant was awarded.   * Forms should be submitted electronically to [town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk) or posted to Town Clerk’s Office, Pierremont Hall, Broadstairs, CT10 1JX. | | | | | |
| **Group or Organisation Name:** | | | | | |
| **Name of Event:** | | | | | |
| **Contact Details:**  Contact Name:  Role:  Telephone Number:  Email address: | | | | | |
| **Total Grant Amount Received:**  **£** | | **Date Grant Received:** | | **Date Event held (if applicable)** | |
| **How the grant has been spent:**  Please set out below any costs that the grant money was used for:  Please attach copies of receipts or invoices for any costs over £200  Please continue at the back of this form if required.   |  |  |  |  | | --- | --- | --- | --- | | Description of services or goods | Invoice/receipt date | Name of supplier | Total of Invoice/receipt | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTAL:** | | |  | |  | | | | | | | | |
| If you are unable to provide exact costs, please provide a short summary of what the grant money was used for. Please include as much supporting information as possible.  Please continue on another sheet if required. | | | | | |
| Please provide a short summary of how the grant has benefited the community and/or the economy of Broadstairs & St. Peter’s:  Please attach any press cuttings, screen shots of web pages/social media or a post event summary to support your response.  Please continue on another sheet if required. | | | | | |
| **Signed:** | | | **Dated:** | | |

Thank you for completing the grant monitoring form