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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 heldb. 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 or posted to Town Clerk’s Office, Pierremont Hall, Broadstairs, CT10 1JX.
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| **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 £200Please continue at the back of this form if required.

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| Description of services or goods | Invoice/receipt date | Name of supplier | Total of Invoice/receipt |
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| **TOTAL:** |  |
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| 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