**The Marr-Munning Trust**

**Grant Monitoring Form – End of Grant Report**

Please complete this form and email to: grants@marrmunningtrust.org.uk

**NOTE: When discussing your project please do not use any actual names or provide information that could identify an individual.**

|  |
| --- |
| **ABOUT YOUR ORGANISATION:** |
| 1. | Name of Organisation: |   |
| **ABOUT THE GRANT WE AWARDED:** |
| 2. | Summary of purpose for which the grant from MMT was awarded: |
|  |
| 3. | Amount of Grant Awarded: |   |
| 4. | Period Covered By This Report:  |  |
| **TELL US ABOUT THE LAST 12 MONTHS OF YOUR PROJECT:**  |
| 5. | During the 12 months covered by this report, what activities have you undertaken?  |
|  |
| 6. | Have these activities differed from what you originally planned?  |
|  |
| 7. | Please describe how these activities have helped you progress towards your planned outcomes?  |
|  |

**TELL US ABOUT YOUR PROJECT AS A WHOLE:**

|  |  |
| --- | --- |
| 8.  | Describe your project achievements. Were there any results that you were not expecting?  |
|  |
| 8.  | Did your project achieve the outcome targets you were expecting? If not, do you have any insights into why?  |
|  |
| 9. | What have you learnt from this project and how might this change how you approach projects in the future? If you have undertaken any evaluations or learning exercises relating to this project please describe them here.  |
|   |
| 10. | What has worked less well than you had hoped and why? |
|  |
| 11. | What will happen now the project is finished? Please describe whether activities will continue and whether you think the outcomes achieved will be sustainable.  |
|  |
| 12. | We particularly welcome photos, video and audio material that illustrates the work we have supported. If you have any such information please attach it to your email with this report or provide links to where we might view the material (eg on your website or Youtube). |
|  |

**ANY ISSUES:**

|  |  |
| --- | --- |
| 13. | During the project were there any issues relating to safeguarding, fraud or corruption that you became aware of? Include all relating to your organisation, your partners and any institutions you work with (e.g. schools).  |
|  |

**ABOUT US:**

|  |  |
| --- | --- |
| 14. | We welcome your comments about your dealings with The Marr-Munning Trust. In particular, we would like to know if you think there are ways we could improve the service we offer organisations like yours: |
|  |
| **DECLARATION:****I confirm that all the information in this report is true and correct and that I am authorised to submit this report on behalf of my organisation:** |
| 15. | Name of Person Completing this Form: |  |
| 16. | Job Title of Person Completing this Form: |  |
| 17. | Date: |  |