**The Marr-Munning Trust**

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

Please complete this form and email to: [grants@marrmunningtrust.org.uk](mailto:grants@marrmunningtrust.org.uk)

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

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| **ABOUT YOUR ORGANISATION:** | | |
| 1. | Name of Organisation: |  |
| **ABOUT THE GRANT WE AWARDED:** | | |
| 2. | Summary of purpose for which the grant from MMT was awarded: | |
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| 3. | Amount of Grant Awarded: |  |
| 4. | Period Covered By This Report: |  |
| **TELL US ABOUT YOUR PROJECT AND THE IMPACT IT HAS HAD SO FAR:** | | |
| 5. | During the 12 months covered by this report, what activities have you undertaken? | |
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| 6. | Have these activities differed from what you originally planned? | |
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| 7. | Please describe how these activities have helped you progress towards your planned outcomes? | |
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| 8. | Do you expect to meet your outcome targets at the end of the project? | |
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| 9. | What have you learnt this year and how might this change how you approach the project in the future? If you have undertaken any evaluations or learning exercises relating to this project please describe them here. | |
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| 10. | What has worked less well than you had hoped and why? | |
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| 11. | 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). | |
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| 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). | |
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| **TELL US ABOUT YOUR PLANS FOR THE NEXT YEAR OF YOUR PROJECT:** | | |
| 13. | Are you planning to make any changes to your project in the second / third year covered by our grant? If so, please tell us what these changes are and why you need to make them. | |
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| 14. | Are there any risks to the project or its implementation that you would like to flag at this point? | |
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| **ABOUT US:** | | |
| 15. | 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: | |
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| **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:** | | |
| 17. | Name of Person Completing this Form: |  |
| 18. | Job Title of Person Completing this Form: |  |
| 19. | Date: |  |