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**KNARESBOROUGH TOWN COUNCIL – GRANT APPLICATION MONITORING FORM**

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| It is very important that this form is returned within twelve months of the grant being awarded – failure to do this may result in Knaresborough Town Council asking for the funding to be returned and all future applications being rejected. |

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| 1. Name of organisation:
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| 1. Name of applicant/contact person:
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| 1. Position in organisation:
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| 1. Address:
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| 1. E-mail address:
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| 1. Telephone number:
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| 1. Name of project or activity:
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| 1. Description of project or activity, what the funding was used for and how this benefitted the local community:
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| 1. Project start date:
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| 1. Project end date:
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| 1. Total cost of project (£):
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| 1. Date grant approved:
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| 1. Grant awarded by Council (£):
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| 1. Grant not spent and to be returned to Knaresborough Town Council (£). Please give details of how repayment will be made:
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| 1. If the total cost of the project was greater than the grant awarded by Knaresborough Town Council, how was the gap filled?
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| 1. In the last 12 months how have the funds from Town Council helped with the project/event outlined in your application?
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| 1. What publicity has been produced, and what feedback has there been from the Knaresborough community both positive and negative?
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| We, being authorised on behalf of the organisation, confirm that:* The grant was only to be used for the projects or activities agreed in advance by the Council.
* We met all relevant legislative requirements in respect of the projects or activities.
* We will acknowledge receipt of the grant from the Council in all publicity relating to the projects or activities and in your annual accounts and report.
* If requested, within one month we will provide the Council with additional evidence to substantiate the monitoring form (for example copies of quotes and receipts for expenditure).
* We will allow the Council reasonable access to all records relating to the grant and the project or activity for at least four years after the grant has been awarded.
* The Council may publish information about this grant including the name and contact details of the organisation receiving the grant, the amount paid, the purpose for which the grant is made, how the grant has been spent, and how it has benefited the local community.

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| Signature | Full name | Office held in the Organisation | Date |
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When complete, please send this form (including copies of invoices/receipts) to the Town Clerk at Knaresborough House.