

# Monitoring and Evaluation Form Access Audit

## Grant summary

### Organisation details

Grant Reference:      Organisation Name:

Address:

Name and position of person completing form:      Contact email

Telephone

Have there been any changes to these details or other substantial changes in your organisation since the grant was made?

If yes, please give more details:

**Please make sure that you inform the Trust of any major changes as soon as they occur.**

### Grant details

Purpose of grant:

Meeting Date

## Project report

Has the grant payment been used in full?

If not, please explain why this is the case and when it is expected to be fully used.

Please tell us how you have used the access audit in the planning of the building works:

### Declaration

**I confirm that, to the best of my knowledge, all the information I have provided in this form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.**

Please tick:      Name:

No

Position:

### How your information will be used by City Bridge Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) uses all reasonable endeavours to comply with the Data Protection Act 2018, which integrates the General Data Protection Regulations. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. In addition, the City Bridge Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law. Our privacy and data protection statement can be found here: [www.citybridgetrust.org.uk/privacy/](http://www.citybridgetrust.org.uk/privacy/)

**I confirm that I give my explicit consent for City Bridge Trust to use data relating to my organisation's application as set out above.**

Please tick:      Name:

No

Position:

**Our contact details for enquiries about how we process your information are:**

The Chief Grants Officer, City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. \* Telephone: 020 7332 3710 \* Email: citybridgetrust@cityoflondon.gov.uk

**Concerns over fraud and corruption**

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

FOR REFERENCE ONLY