

# Monitoring and Evaluation Form Strategic Initiatives Mid-project

## Grant summary

**City Bridge Trust asks all grantees for a monitoring report to outline how the grant has been used and what difference it has made. Please read the attached guidance before completing this form.**

### Organisation details

Grant Reference:

Address:

Name and position of person completing form:      Contact email

Telephone

Have there been and changes to these details or other significant changes in your organisation since the grant was made or over the past year?  
<None>

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

Grant Description

Period of grant award:

to

If your grant includes staffing costs, please confirm the name of the postholder(s) and their start date

### Project report

Please describe the activities or outputs you have delivered over the past year of your grant

Thinking about the past year of your grant - please describe the differences or outcomes the work you have delivered has achieved.

Did you face any challenges with your CBT funded project and if so, what action have you taken?

What key activities do you have planned for your City Bridge Trust grant over the coming year?

### Who benefited from your City Bridge Trust funded project or activities?

How many people benefited directly from your City Bridge Trust grant this year?

In which Greater London borough(s) did your beneficiaries live? Please include the relevant percentages, ensuring that the total is exactly 100%.

### Grant spend

**Please complete the following financial breakdown for the project or activity that was funded by the Trust. This should refer only to the year covered by this report. Where possible try to use the same expenditure headings as were used in your application.**

**Capital Expenditure**

Description

£

Total Capital Costs:

**Revenue Expenditure**

Salaries -----

-  
£

Sessional workers / wages / expenses -----

-

Contribution to core costs -----

-

Direct activity costs -----

-

Other (please specify)

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Total Revenue Costs:

Total grant spent in last 12 months:

Total grant awarded in last 12 months:

Is there any unspent grant from payments made by City Bridge Trust in the past 12 months?

Is there any unspent grant from payments made by City Bridge Trust prior to the past 12 months?

If you have any unspent grant please explain why this is the case.

**If you would like to use any unspent grant monies please give details of how and when you would like to use them. This will need to be approved by the Trust and you must wait for the Trust's decision before committing the funds.**

### 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. I request release of the next instalment of our grant and**

**understand that there may be a delay if information submitted is incomplete or if there is an underspend on previous year's award.**

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](mailto: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](mailto:raiseyourconcern@cityoflondon.gov.uk)

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