

End of Grant Monitoring Form

As part of your Terms and Conditions, each Grant Holder is expected at the end of their project, to complete an End of Grant Monitoring Form. This form will be available for completion online in due course, however this document gives a brief overview of the questions we ask so you can start to prepare this information in advance.

- We will ask you to give a brief summary of your project and its intended, outcomes (approx. 200 words)
- Tell us why it was a success, including examples of how individual people have benefitted. (Approx. 400 words)
- You'll be asked to explain any differences between your planned and actual expenditure and there will be a number of fields available to list details for each item of expenditure
- We will ask you to tell us if you have any underspend. If you have unspent funds don't we won't ask you to return this amount to us straight away. We would prefer you use it to do more to benefit the people, organisations or communities you've already been working with and will ask you to email us with your proposal quoting your reference number, Organisation, region, and the amount to finance@covenantfund.org.uk
- You will be able to provide any links to press coverage/social media/testimonials about your project

Along with this form...

We will also ask you to provide us with a separate report (2000-word minimum) in any format/style of your choosing to be emailed to enquiries@covenantfund.org.uk

This report is where you can really showcase your projects success and we would love you to include photos and case studies.