

# Development funding monitoring form



## What's this form for?

- **Use this form to** describe what you've spent your development funding on.
- **Don't use this form to** inform us about changes to your contact, organisation, bank account or project details (including any budget changes). We expect you to discuss these changes with us before they happen and submit the relevant forms which you can get from your funding officer.

## How to fill in this form

- Make sure you've saved this form to your own computer and are using Adobe Reader version 10.0 or above.
- You need to answer all the questions marked with an asterisk\*. When you've finished, select Check my form is complete at the bottom of the page.

Project ID

Organisation name

Project name

## 1. What have you achieved?\*

Describe the development activities you have completed.

You can write up to 2,000 characters (about 300 words).

SAMPLE

Character count:

## 2. What did you spend the money on?\*

Using the headings from your application form, give the amounts you actually spent.

Development activity	Total costs £			Amount from BIG £		
	Planned	Actual	Difference	Planned	Actual	Difference
<b>Final total</b>						

Explain any differences between your planned and actual expenditure. You may need to return any funding you haven't spent to us so we can use it to fund other projects. Please discuss this with your funding officer.

You can write up to 2,000 characters (about 300 words).

Character count:

SAMPLE

# Declaration

Check the box to confirm that:

- the information in this report is accurate and true and has been approved by the governing body of your organisation
- the money from BIG has been used exclusively for the project described in your original application, together with any changes you've agreed with us since then
- there haven't been any significant changes to your project or the governance of your organisation apart from any you've told us about and we've agreed to in writing
- you've told us about all other sources of funding for your project and you haven't received any duplicate funding for the activities, services or facilities BIG is paying for
- you have sought to achieve value for money for your project by securing goods and services at reasonable prices
- your organisation keeps full and proper accounts and records, including invoices and receipts, which show how the money from BIG has been used
- your organisation has an equal opportunities policy and, if working with children, young people or vulnerable adults, a safeguarding policy; these policies are carried out and regularly reviewed to ensure they adhere to current legislation and regulations
- your organisation hasn't disposed of any BIG funded assets without getting permission from us in writing
- your organisation is following all current statutory requirements and other laws and regulations relating to the project and its work including: adherence to employers' liability insurance; the national minimum wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection and intellectual property rights legislation.

I agree\*

## Attachments

Please attach anything we've asked you to send us as part of our monitoring for this programme.

Please don't attach other files (particularly pictures) as this may affect how long it takes to submit your form. Instead, send anything else you'd like us to see by email or post directly to your funding officer.

**You can attach files up to a total of 8MB**