

# Big Lottery Fund

## Project monitoring form (small projects)



### What's this form for?

- ✓ **Use this form** to describe what you've achieved by running your project. By your project we mean the activities, services or facilities we have funded, as described in our original offer letter, together with any changes we agreed with you since then.
- ✗ **Don't use this form** to inform us about changes to your contact, organisation, bank account or project details.

### How to fill in this form

- Make sure you've saved this form to your own computer and are using the latest version of [Adobe Reader](#).
- 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 difference has your project made?\*

Describe the difference your project has made to the people, organisations or communities it was intended to benefit.

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

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

Using the headings from your application form, give the amounts you actually spent. Only enter whole numbers.

[illegible]

Explain any differences between your planned and actual expenditure.

If you have unspent funds, of up to £1,000, don't return this amount to us at the moment. We'd prefer you use it to do more to benefit the people, organisations or communities you've already been working with. Therefore, confirm this figure below and use this form to tell us briefly what more you'd like to do. Your funding officer will then get in touch to discuss your proposal with you.

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

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If you've more than £1,000 of unspent funds, you'll need to return this money to us, so either:

Make an electronic Bacs transfer payment, quoting your Project ID, to:

Account name: Main Grants  
Sort code: 300008  
Account number: 02976120

Or post a cheque made payable to **'Big Lottery Fund'** to:

Big Lottery Fund  
Finance Department  
Apex House  
3 Embassy Drive  
Edgbaston  
Birmingham  
B15 1TR

Please write your project ID and project name on the back of the cheque.

## Declaration

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By returning this form, you're declaring that you have complied with the terms and conditions set out in your offer letter. Broadly these cover 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
- 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.

### 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). 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. The total size of all your attachments is 0MB

[Add file](#)[Open file](#)[Remove file](#)[Check individual attachment size](#)