

Monitoring & Evaluation Form

Name of Organisation in receipt of grant:	Grant Reference:
Name & position of person completing form:	Contact Telephone Number:
Original purpose of grant:	

1. Has the grant payment been used in full? <p style="text-align: center;">YES / NO</p>
2. If not, please explain why this is the case and when it is expected to be fully used:
3. Please describe the contribution that the grant has made to your organisation's work and tell us what effect the grant has had on your service users (feel free to continue on a separate sheet if necessary):
4. How have you found your dealings with the Trust? <p style="text-align: center;">NOT SATISFACTORY / SATISFACTORY / GOOD / VERY GOOD</p>

5. Please provide any comments you have about your dealings with the Trust including any problems you may have encountered:

6. Please complete the following financial breakdown for the project or activity that was funded by the Trust:

Expenditure	£
UNSPENT GRANT	
Total Grant Awarded	


If you have any photographs illustrating the work funded by the Trust, we would be interested to have copies. Please indicate if you give permission for the photographs to be used for the Trust's publicity purposes only

Signature of person completing form:

Date: Photographs can be used by Trust:

Thank you for completing this form. Please could you return it to:

 The Norman Family Charitable Trust
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 Budleigh Salterton
 Devon EX9 6NG

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