

**LOCAL FESTIVAL GRANT SCHEME
MONITORING FORM FOR 2018 SPEND**

Festival Committee:

Grant Award

£

Section 1: Spending your grant

Please submit **original receipts** with this form detailing what the SBC grant paid for in 2018. All receipts submitted will be returned to you.

In line with the purpose of the grant, original receipts should be for items of expenditure which “reflect the costs of public liability insurance and the costs of public protection measures for festivals with horse cavalcades”. If the level of grant is higher than these costs, receipts for other expenditure can make up the balance **but they must be for activities which are open to the whole community without restriction**.

Please note that if your festival does not include horse cavalcades you should still supply receipts as far as possible for items of expenditure relating to public liability insurance/public protection measures.

We will not consider future grant applications until we receive this completed Monitoring Form.

Item/activity	Cost (corresponding evidence of spending attached)
<i>ie. Public liability insurance</i>	<i>£1,500</i>

If your organisation has only provided a signed SBC Equalities Assessment, please tell us what progress has been made to develop your organisation's own Equal Opportunities/Equalities Policy:-

Section 2: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least 2 years from payment of the grant. We understand that this does not release us from any statutory obligations we may have to keep records for longer periods.

Name: _____ Position: _____

Signature: _____ Date: _____

If your Treasurer has changed since the grant was awarded, please provide their contact details so that we can update our records.

If you require any advice or assistance to complete this form please contact the Community Grants Administrator on 0300 100 1800