

**Fast Track Small Grants Monitoring Report**

**Name of Organisation:** \_\_\_\_\_

**Event/activity:** \_\_\_\_\_

**Date(s) of event/activity:** \_\_\_\_\_

Introduction

Hammersmith & Fulham Council values the local community & voluntary sector and aims to support it. One of the ways in which the Council does this is by funding the activities and services provided by local groups. The Council wishes to support high quality services which offer value for money, address the needs of residents and take account of each individual's race, culture, gender, sexuality, disability, and lifestyle.

This report is your opportunity to tell us how you spent the Fast Track grant and what difference the funded activities made to local people. It is an important document as it provides your evidence that the Council's funding was spent efficiently. We will refer to this monitoring report when assessing future applications for funding.

To complete the report, please respond to the questions below:

**1. What were you funded for?**

(Briefly describe your service, activity or event and which parts your Fast Track grant funded)

**2. What did you spend the grant on?**

(What did you purchase? Have you spent the entire grant? It is important that you keep all receipts and invoices for all your expenditure on equipment, tutors' fees, rental costs, etc.)

Please list details and amounts below. You can add an additional sheet if there is not enough room.

Amount	Spent On

**3. What service/event/activity did you provide?**

**4. How many people benefited?**

It is important that we gather an accurate profile on your users so we need quite detailed responses here:

Numbers of people using the funded service/event:

<b>Regular:</b>	<b>Casual:</b>	<b>Total:</b>
Give, as far as you are able, a gender, race, and disability breakdown of all users:		
<b>Black/African Caribbean:</b>	<b>Black/African:</b>	<b>Black/Asian:</b>
<b>Mixed ethnicity:</b>	<b>Other:</b>	
<b>White:</b>	<b>White/Irish:</b>	<b>White/Other:</b>
<b>Women:</b>	<b>Children:</b>	<b>Older people:</b>
<b>Disabled:</b>	<b>LBGT:</b>	

**5. Did you involve the people who used your service? How?**

**6. What did users say about your service?**

(Did you do any satisfaction surveys? This is important because it helps to measure success and quality of an activity. Please add any information you have gathered.)

**7. What difference did the service make?**

(How have local residents benefited? How have their lives been improved?)

**8. Did you have any problems and if so, how did you overcome them?**

(This should include problems such as lower than expected take up of an activity, over or under spending, problematic user feedback and how it was dealt with, etc.)

**Finally, please sign the report.**

By signing this report, you are confirming that the information provided is correct to your best knowledge. (We recommend that you get at least one other person to check your report over before you hand it in.)

Please sign here:

Name: .....

Signature: .....

Position in organisation.....

Date.....

**Please return this form/report to CIT as soon as possible after your project is completed. You must complete the project or service funded with this grant within 12 months of the grant being awarded (check date on the letter confirming your award).**

You can submit your report earlier, e.g. organisations that get funding specifically for spring or summer activities are welcome to hand in their report in on completion.

In certain circumstances, the council may request other additional information to comply with its own statutory or other obligations. Should that be the case, we will inform your organisation in good time.

**All signed reports and any additional information should be sent to:**

**Community Investment Team  
Room 39  
Hammersmith Town Hall  
London W6 9JU**