

Guide to reporting requirements for under £15k grants

(Council will provide a pre-populated monitoring form to aid the process and ensure consistency)

Size of grant	Photos of event/service delivery	Evidence that Community Fund Small Grants is being promoted*	Evidence that full grant has been spent or unspent funds returned	Brief, half side of A4 note, describing event/service, outputs, etc	Brief, one side of A4 note, describing event/service, outputs, outcomes**, etc	Two+ sides of A4 report, describing event/service, outputs, outcomes, etc
Up to £999	★	★	★			
£1k to £4,999	★	★	★	★		
£5k to £9,999	★	★	★		★	
10k to £14,999	★	★	★			★

* For example, screen shot of the organisation’s website showing the Community Fund logo, article in the local press referencing the Community Fund, poster of the event displaying the Community Fund logo, etc

** For example, an ‘Output’ could be that a new lunch club has been established. The associated ‘Outcome’ could be that 10 previously socially isolated, local residents are now involved in a community-based activity twice a week.