

# APRES: GRANT MONITORING REPORT



## Grant Monitoring Report (declaration by partner organisation)

### Basic Information

Partner name

Address

Principle Contact

Name

Tel

email

Project for which  
grant being made

Project Duration

Start Date

Estimated Completion Date

Reporting Period

From

To

Date Report Due

Date Submitted

Report Type

Monthly

Quarterly

Six Monthly

Final

Amount of Grant

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### Project objectives and milestones

Summarise planned key stages and milestone

If project has already received funding, state whether progress to date is within plan

State reasons for any significant variation from plan, and action required

Narrative report submitted

Yes - attach

No- state/attach other evidence

Summary of achievements and key developments

Any delays in project implementation. If so, explain reasons

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Summary of main risks, challenges or significant problems

Significant changes to project plans and/or activities

## Financial reporting

Budget Utilisation Report

Yes

No

Confirm information/documentation received (indicate

Invoices, bills etc

Audit reports

Bank statements

Other (state)

Management accounts

Budget Monitoring Report

Yes

No

Date and amount of last funds received

Amount requested for next funding period

Summary of overall budget and expenditure year to date, including variance

Overall Budget

Spend YTD

Variance

Amount

%

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Summary of action required to correct variances

Specify any new funding received

Source

Amount

Purpose

Duration

Specify any key changes in personnel

Summary of arrangements for periodic financial reports to be made

### Beneficiaries/Impact

Details of charitable services provided by project, including number and distribution of beneficiaries (if applicable)

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Any proposed changes to agreed selection criteria

Any proposed changes to agreed identified beneficiaries

Do beneficiaries know their entitlements?

Have reports been given to beneficiaries and other stakeholders?

Feedback received (attach or summarise as appropriate)

Government Agencies

NGO's

Beneficiaries

Other

## Declaration

The information provided on this form, and the attached supporting documents, are a true and accurate report of project activities and use of funds provided by the charity.

Signed

Date

Position