Community First Monitoring Report
Monitoring report

Organisation
Name of Organisation:
Unique reference number:

Project

Date due for completion of project:

Please submit this form by:
[Within one month of project end]

On your application, you stated the project aims as follows:

If there was a change to your planned activities, please indicate below-if there was a change did you notify CDF?:

Achievements

Overall, how would you describe the achievements of this project?

Please tell us which of the aims set out above you achieved: any not achieved?

Challenges

If there were any problems, please select the main obstacle from the list below

If you chose "Other", please specify what and also add comments about any problems encountered, please enter them below:

Participants

How many people volunteered on this project

How many people benefitted from this project approximately?

Project expenditure

Please tell us how much of the grant you spent

Please tell us what your final match fund figure was (did you secure more money than expected, have more volunteer hours or secure further in-kind services?)

Please use the text box below for any additional information about your project expenditure (e.g. reasons for underspend or any significant differences between your projected budget and actual expenditure, any shortfalls in match funding etc.)