

# Neighbourhood Planning - End of Grant Report - 19/20

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### Neighbourhood Plan - End of Grant Report

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## 2. Introduction

### 2. Introduction

Please complete this form to tell us how you have spent your grant commenting on whether it has helped your organisation to meet the aims of the programme.

You should only include expenditure for items purchased against the grant reference number shown in the 'Your Details' section. If your organisation has been awarded more than one grant through this programme, please check your grant offer letter to make sure that you are reporting expenditure against the correct grant reference number. We do not need to know about any costs that were paid for using other funds.

Note that the form includes some sections which you must answer in order to submit the form. Other sections have been automatically populated using the information you provided us with previously. Those sections are read only.

When you submit the form, you will receive an automated email to confirm that the form has been submitted successfully along with a copy of your completed form. Groundwork UK aim to contact you within 10 days to confirm completion of the grant or to request further information. We may also contact you to request further information or clarification on the information provided. This is quite normal.

If you have any questions please contact your Grants Officer at Groundwork UK via email at [neighbourhoodplanning@groundwork.org.uk](mailto:neighbourhoodplanning@groundwork.org.uk) or phone on (0121) 236 8565. Thank you.

## 3. Grant Details

### **3. Grant Details**

#### **Your Grant Reference Number**

NPG-11216

#### **Applicant Group Name**

Clifton Hampden and Burcot Parish Council

#### **Applicant Group Contact Name**

Giles Baxter

#### **Did you use an accountable body to hold your grant funds?**

No

#### **Name of Accountable body**

Clifton Hampden and Burcot Parish Council

#### **Amount of Grant Awarded**

7150.00

## **4. Grant Expenditure**

### **4. Grant Expenditure**

The table below shows a breakdown of the items included in your grant offer along with the associated budget for each item. Next to each item for lines 1-10, you must complete the expenditure column on the right hand side to show how much of your grant you have spent on these items. If you have not incurred any expenditure please leave the value as zero.

Where changes to your budget have already been approved by Groundwork UK, the budget below should represent these changes. Please give each invoice/receipt a reference number so we know which costs are related to which invoices. Invoices or other evidence of expenditure for costs over £1000 must be uploaded at the bottom of the page.

<b>1. Budget Heading 1</b> Neighbourhood Plan	<b>1. Approved amount</b> 7150.00	<b>1. Expenditure</b> 5150.00
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**1. Invoice Ref.**

<b>2. Budget Heading 2</b>	<b>2. Approved amount</b> 0.00	<b>2. Expenditure</b> 0
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**2. Invoice Ref.**

<b>3. Budget Heading 3</b>	<b>3. Approved amount</b>	<b>3. Expenditure</b>
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0.00 0

**3. Invoice Ref.**

**4. Budget Heading 4**      **4. Approved amount**      **4. Expenditure**  
0.00      0

**4. Invoice Ref.**

**5. Budget Heading 5**      **5. Approved amount**      **5. Expenditure**  
0.00      0

**5. Invoice Ref.**

**6. Budget Heading 6**      **6. Approved amount**      **6. Expenditure**  
0.00      0

**6. Invoice Ref.**

**7. Budget Heading 7**      **7. Approved amount**      **7. Expenditure**  
0.00      0

**7. Invoice Ref.**

**8. Budget Heading 8**      **8. Approved amount**      **8. Expenditure**  
0.00      0

**8. Invoice Ref.**

**9. Budget Heading 9**      **9. Approved amount**      **9. Expenditure**  
0.00      0

**9. Invoice Ref.**

**10. Budget Heading 10**      **10. Approved amount**      **10. Expenditure**  
0.00      0

**10. Invoice Ref.**

If you spent slightly more than the amount allocated in your budget (e.g. no more than £500 difference) that should not be an issue provided that the costs were incurred against items outlined in your Grant Offer and consultant rates did not exceed the £500 daily rate cap.

**If actual expenditure was in excess of £500 of the original approved budget was it approved by Groundwork UK before expenditure was incurred?**

No

**Please provide a reason if any of the items (1-10 listed above) incurred additional spend over £500 and were not approved by Groundwork UK :**

**Please click on the calculator icon below to total your grant expenditure.**

**If the total is not correct, please revise the figures you provided in the previous section and then click on the calculator icon again. Remember that we only need to see how you have spent this grant so you do not need to include costs/invoices for items that were paid for using other funds/match funding.**

**Total Expenditure**

5150.00

**Do you have any single invoices over £1000?**

**Any single invoices over £1000 must be uploaded as evidence below**

Yes

**Please upload your invoices/receipts here:**

**If any of the items listed above have a single invoice or receipt over £1000 please upload this as evidence. You should upload invoices/receipts for all items over £1000 as a single document if possible. If you are unable to combine invoices and have more than three to upload please email them to [neighbourhoodplanning@groundwork.org.uk](mailto:neighbourhoodplanning@groundwork.org.uk) quoting your grants reference number. Alternatively please call 0121 236 8565.**

**Please upload additional invoices here**

**If you have not spent all of your grant in accordance with your grant agreement you must pay it back to Groundwork UK at the end of the grant period. We will review your submitted form and confirm via an email statement the amount (if any) that you need to repay. The email will also contain further instruction on how to repay the money via one of the methods outlined below. If you spent slightly more than the amount allocated in your**

**budget (e.g. no more than £500 difference) that should not be an issue provided that the costs were incurred against items outlined in your Grant Offer and consultant rates did not exceed the £550 daily rate cap.**

Please note we will not request underspend of £25 or less to be returned.

### **Unspent Grant**

The amount below must be returned to Groundwork UK via one of the methods outlined below.

2000.00

To use BACS to transfer the balance of your grant use these details:



Alternatively make Cheques payable to "**Groundwork UK**". Please send cheques to:

Community Rights  
Groundwork UK  
Lockside  
5 Scotland Street  
Birmingham  
B1 2RR

**Please make ensure you quote your Grant Reference number in the transaction.**

## **5. Monitoring Questions**

### **5. Monitoring Questions**

If you have any queries about the questions below please contact Locality via email: [info@locality.org.uk](mailto:info@locality.org.uk)

### **Neighbourhood Planning Progress**

**1. Has the Grant enabled you to decide on Key Objectives of your Neighbourhood Plan or Order?**

Yes

**2. Has the Grant helped you to get your Neighbourhood Area/Forum Designated?**

Not Applicable

**3. Has the Grant enabled you to prepare a Draft Plan or pre-sub Consultation (Reg 14)?**

Yes

**4. Has the Grant helped you to get Independent Examination?**

No

**5. Has the Grant helped you to get to Referendum?**

No

## **6. Declaration**

### **6. Declaration**

**This should be completed by the Group or Accountable Body who held the grant money and settled invoices/payments**

**Name of Person Completing Declaration**

**Organisation Name**

**Position in Organisation**

**Grant Offer Date**

11/7/2019

**I have spent the grant in accordance with the previously agreed terms and conditions as outlined in my Grant Offer Letter. All incurred expenditure has taken place after my Grant Offer date above.**

No