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We hope you find this form straightforward to complete. If you have any problems with completing it, please contact us on 020 7632 9060. There is a help link in the bottom left hand corner of this page which will take you to our email address (general@barrowcadbury.org.uk).

This form is for you to tell us about how you have spent your grant, how the project has gone and the changes you have achieved or contributed to. It has several pages. You can preview them by clicking the links at the top of each page.

You can either type directly into the form or, if you prefer, you can cut and paste from another application such as Word. You are strongly advised to save your form regularly. We suggest, as a minimum, that you do this when you complete each page. To save your form, use the hyperlinks at the top and bottom of the form. You will be asked for a password and, once you've saved the form, you will be sent an email with a link to your form and a note of your password. We do not have access to your password, but if you forget what it is, you can reset it yourself or ask us to send you a new password.

Many of the fields in the form are compulsory. These are marked with a red asterisk. If you do not complete compulsory fields, you will not be able to submit your application to us.

On the second page of the form, we ask you to upload the Connect Fund Outputs Monitoring Form. You can download this form [here](#). Also, on the last page of the form we ask you to upload a report of how you have spent your grant. If you wish, you can use the Barrow Cadbury Trust's [budget report form](#), or you may prefer your own format.

Once you have completed the form and uploaded your documents, click on the "Submit" button. Your complete form will appear on the screen for you to review. You can also print the form for your records at this stage. Once you are happy with it, click the "Confirm" button. You will receive an email acknowledgement with a copy of your form once you have successfully submitted it.

Please save your form regularly to ensure you do not lose any work using the links at the top and bottom of the page. Please note that your form is not automatically saved when you complete a page.

We look forward to reading about how your project has gone.

Page 2 (Page 2 / 4)**Organisation and project details**

Your name Your job title Organisation (please do not edit this field)

SAMPLE SAMPLE SAMPLE

Your email address Your phone number

SAMPLE@GMAIL.COM SAMPLE

According to our records, your project planned to/ended on the following date:

If your project is now scheduled to end on a different date, please give details here

Progress with your project

Activities undertaken since your last report to us (max 250 words)

SAMPLE

If this was different from the plan you have previously told us about please provide details here. (200 words max)

Looking back since the beginning of your grant, what difference (impact) do you think your work has made? (max 250 words)?

SAMPLE

Your plans for continuing the work (if applicable)

Outputs Monitoring Form

Please upload your Connect Fund Outputs Monitoring Form - You can download this form via the link on Page 1 of this online form. Once you have completed it, save a copy on your computer and upload it using the button below:

Connect-Fund-Outputs-Monitoring-Form-Nov-18 (9).xlsx

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Budget and finances

Total expenditure from your Barrow Cadbury grant since it started.

0

If you have an over- or under-spend, please explain why (150 words max)

Please provide us a report on what you have spent compared to the original budget you submitted to us. You can either download and use the budget spreadsheet via the link on the introductory page of this form, or provide your budget in a different format that contains the same information. Once you have prepared your budget report, upload it using the button below:

Interim-budget-form-Management-stage-November-2017 (8).xlsx

Unless you are a public body or statutory organisation (such as a university or local authority), we require a set of annual accounts that have been approved and signed by your Trustees for every year in which you receive a grant payment from us. The year end date for the most recent set of accounts we have on file is (please do not edit this field):

If your Trustees have approved a more recent set of accounts please attach them here:

If you wish to attach any additional documents (such as an evaluation or a final report of the project), please add them here:

If there have been any significant changes to your organisation in the last six months, please give details here. By significant changes we mean changes to the people working on the project, to the senior management or trustee body, or to the legal status of your organisation. Please note that we expect to hear of such changes at the time they occur rather than waiting until writing your progress report, but if there is anything you have not yet told us, please include it here..

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Dealing with the unexpected

Did anything happen during the course of your project that required a response from you to keep the project on track? And if it did, how did you deal with it?

Did anything happen in the external environment that had an impact on your organisation or beneficiaries during your project?

Has the funding from Barrow Cadbury brought about any other changes to your organisation?

And finally...

The Trust is an accredited [Living Wage Employer](#) and a [Living Wage Friendly Funder](#). This means that we have committed to encouraging and supporting those we fund to become Living Wage Employers.

The Living Wage is set each year by the Living Wage Foundation and is enough to cover the basic cost of living in the UK. Living Wage Employers choose to pay their staff the Living Wage, which is higher than the legal "living wage" set by the Government that all employers will have to pay from April 2016. The Living Wage is currently £10.55 in London and £9 in the rest of the country. This is equivalent to £19,275 in London and £16,443 in the rest of the UK for a 35 hour week.

Being or working towards becoming a Living Wage Employer is not a condition of our funding, but we are collecting statistics on how many of our applicants and grant-holders are Living Wage Employers so that we can track any changes over time. This information is for our internal purposes only and will not form part of our assessment of any future grant you may hold with us.

Are you currently a Living Wage Accredited organisation?

- Yes

Environmental sustainability is important to all of us. Tell us one thing (or more) that your organisation is doing to reduce its carbon footprint.

SAMPLE

Please tell us one thing you have valued (other than the funding we provided) about your relationship with Barrow Cadbury

SAMPLE

And if you were to change one thing, what would it be?

SAMPLE

When you click on "Submit, below, you will see a copy of your form to check. At the end you'll find a "Confirm" button which will submit the form to us.

Attached Files:

Connect-Fund-Outputs-Monitoring-Form-Nov-18 (9).xlsx (44 KB)

Interim-budget-form-Management-stage-November-2017 (8).xlsx (19 KB)

