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**ARGYLL AND BUTE COUNCIL**

**OBAN COMMON GOOD FUND**

**CUSTOMER SERVICES**

**31 MAY 2018**

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**END OF PROJECT MONITORING**

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## **1.0 EXECUTIVE SUMMARY**

This report provides members with information regarding the number of beneficiaries from the Oban Common Good Fund during the financial years 2016/17 and 2017/18 that have yet to submit their End of Project Monitoring Forms.

**END OF PROJECT MONITORING**

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**2.0 INTRODUCTION**

- 2.1 A total of 33 awards were made during financial years 2016/17 and 2017/18 to organisations in accordance with the grant criteria (23 in 2016/17 and 10 in 2017/18). As at the date of this report 25 End of Project Monitoring Forms (EoPMF) have yet to be returned although 2 events supported have yet to take place.

**3.0 RECOMMENDATIONS**

- 3.1 That the trustees note the number of outstanding EofPMF and instruct the Area Governance Officer to invite those organisations who have not yet returned their monitoring forms to do so in order to comply with the terms of the grant funding.

**4.0 DETAIL**

- 4.1 During financial years 2016/17 and 2017/18 a total of 33 organisations benefited from funding from the Oban Common Good Fund with £66,457 being distributed over the 2 financial years.
- 4.2 Trustees must satisfy themselves that the grants awarded are used appropriately, in accordance with the Fund criteria and giving a level of information which enables trustees to be satisfied that this has happened or can seek to recover the grant monies.
- 4.3 In order to ensure the monies paid out have the best interests of the community, applicants are required to complete an End of Project Monitoring Form which must outline the amount of funding, any match funding, project details and outcomes, including the number and breakdown of people who benefitted from the award.
- 4.4 Upon receipt of these forms, they are included on the agenda for the next scheduled meeting. Trustees should read these forms and satisfy themselves that the purpose of the award is consistent with the objectives set out in the application. In most cases the EoPMF will be noted as being consistent but should this not be the case then the distribution criteria states that every attempt should be made to recover the funds.

## **5.0 CONCLUSION**

- 5.1 Due to the number of outstanding EoPMF it is suggested that each of the organisations be contacted to remind them that it is a condition of the grant payment that a form be returned in order to ensure that the monies have been used in accordance with the criteria.

## **6.0 IMPLICATIONS**

- 6.1 Policy – return of a completed EoPMF is consistent with the offer of funding
- 6.2 Financial – grants paid may be recovered if trustees are not satisfied that the monies paid out are consistent with the terms of the application/award.
- 6.3 Legal – Trustees must satisfy themselves that the purpose of the grant has been achieved.
- 6.4 HR – None, work required will be conducted from existing staff resources
- 6.5 Equalities – None
- 6.6 Risk – Failure to assess the impact of the award may be subject to scrutiny
- 6.7 Customer Service - None

**Executive Director of Customer Services**

23 May 2018

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