

**SAFER NEIGHBOURHOOD BOARD/ COMMUNITY ENGAGEMENT STRUCTURE END OF YEAR MONITORING FORM**

Please complete this report in April for all of your projects delivered in the previous financial year

**NOTES**

1. **This form MUST be submitted before any project funds are released for the current financial year**
2. **Information must be provided for all projects agreed and funded by MOPAC, including projects that were not completed or are still underway**
3. **The form enables your SNB/CES members to see where the board’s money has been spent, and identifies the board’s achievements**

1. **Please include projects where outcomes were NOT met. The SNB/CES will not be penalised for supporting projects in good faith that did not deliver the results hoped for. Less successful projects offer learning opportunities going forward**
2. **Try and keep your review as concise as possible. A few lines on the outcomes for each project will suffice. Aim for a return of 1 page per project**
3. **MOPAC will not accept separate returns for each project, individual returns from project deliverers, or an email with vaguely similar headlines. The chair is required to sign the form on behalf of the SNB/CES to declare that, to the best of their knowledge, the funds have been spent on their intended purpose**

**SAFER NEIGHBOURHOOD BOARD/****COMMUNITY ENGAGEMENT STRUCTURE END OF YEAR MONITORING FORM**

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| **SNB/CES NAME** | **Financial Year …………………………………….**  **Number of projects undertaken in the last financial year …………………** |
| **Project 1 Title**  **…………………………….**  **…………………………….** | *Copy and paste outcomes from your project application*  *Were the outcomes achieved?*  *Yes / No. If no, provide explanation* |
| **Are there any risks, concerns or learning to be highlighted?** |
| **Summarise any additional project achievements (in addition to the reporting against outcomes)** |
| **Any additional issues which were not anticipated at the start or at the mid-year point of the project?** |
|  | **Would you consider repeating the project? Yes / No** |

**Copy and paste the table for each additional project**

**SAFER NEIGHBOURHOOD BOARD COMMUNITY ENGAGEMENT STRUCTURE END OF YEAR MONITORING FORM**

**DECLARATION SIGNED ON BEHALF OF THE SAFER NEIGHBOURHOOD BOARD/COMMUNITY ENGAGEMENT STRUCTURE**

I certify to the best of my knowledge and belief that:

1. The information provided is correct; and
2. The expenditure has been incurred only for the purposes set out in the terms and conditions of the Safer Neighbourhood Board/Community Engagement Structure Fund

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| --- | --- |
| **Signature:** |  |
| **Name (printed):** |  |
| **Position:** |  |
| **Date:** |  |