



**Buckingham Town Council  
Annual Monitoring Form**

**Four Year Grants  
2022 - 2026**

**Annual Grant Report:**

Please complete the following form, including photographs, on your use of the [£3,000] that was awarded to your organisation as a grant, by **1<sup>st</sup> March 2021** for our records.

Name of Organisation	
Grant award year (of 4)	
Grant awarded this year	
How did you spend your grant? Please provide a detailed breakdown.	
What difference did the grant funding make to Buckingham and its residents?	

<p>How successful has your organisation been at achieving the purposes set out in the service level agreement with the Council.</p>	
<p>What percentage of beneficiaries from your project activities this year have been resident in Buckingham?</p>	
<p>How has your organisation provided particular benefit to, and ensured access and use by those with protected characteristics?</p> <p><i>Under the 2010 Equalities Act, these are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.</i></p>	
<p>What actions were taken this year to reduce the project's impact on the climate emergency?</p>	

Are there any changes to the project that your organisation would like to discuss with the Town Council?	
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You are also required to send us photographs of the way your organisation spent this grant. We would prefer these to be sent by email to the [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk), but paper copies can also be sent to our office. We understand that this may not always be possible, and receipts for costs are an acceptable alternative. If neither of these options are possible, please get in touch with the Town Clerk before the 1<sup>st</sup> March 2021 to explain why.

Please tick this box to confirm that the photographs sent are authorised for use by the Council in the press, website and social media.

Electronic copies should be sent to [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk). To submit paper copies please drop them off at Buckingham Library for the attention of Buckingham Town Council or via post to:

Buckingham Town Council  
Verney Close,  
Buckingham  
MK18 1JP

**If the Council does not receive a response from you, this will affect the next payment of your grant, which is due to be made in May of this year.**

We are very pleased to have been able to support your organisation this year and look forward to receiving your report.

Yours sincerely,

Mr. P. Hodson  
Town Clerk