

Reference Number



**Small Grant Programme  
Monitoring Form**

<b>1. Title of project</b>	
<b>2. What date did your project complete:</b>	
<b>3. Division. Sirona care &amp; health staff</b> please add the department leading the project/grant application.  <b>Independent community organisation:</b> <ul style="list-style-type: none"><li>• Organisation name</li><li>• Organisation address</li><li>• Website address</li></ul>	
<b>4. What Sirona Foundation Criteria did your project address?</b>  <b>Sirona Foundation project priorities:</b>	

<ul style="list-style-type: none"> <li>• Improved health and wellbeing in local communities</li> <li>• Reduced health and economic inequalities in local communities</li> <li>• Maintain greater independence</li> <li>• Support people to live their daily lives</li> <li>• Support staff training to improve technology, treatments, knowledge and medical research.</li> <li>• Projects that have been co-designed with service users.</li> </ul>	
<p><b>5. Please give a summary of your project.</b></p> <ul style="list-style-type: none"> <li>• Brief overview of the main activities you've delivered.</li> </ul>	

**6. Project Impact.** Please give a brief answer to the following questions and include any other information you have recorded on the impact of your project.

- Give a brief outline of the project's original goals and objectives. List the key activities of the project implemented as planned.
- How many people benefited from the project and was this more or less than intended. If your project targeted specific groups, please let us know what percentage of those reached were from this group.
- What were the expected short-term and long-term outcomes of the project and was this target achieved.

<p><b>7. What have you learned from your project?</b> Please give a brief answer to the following questions and any other information you have recorded.</p> <ul style="list-style-type: none"><li>• What were the unintended or unexpected outcomes of the project, where they positive or negative.</li><li>• What lesson have you learned from your project?</li><li>• Have you made any changes to your project because of what you've learned</li></ul>	

<p><b>8. Project Cost.</b> <b>Did you spend all the grant money?</b></p> <ul style="list-style-type: none"> <li>• Please record what you spent the money on?</li> <li>• Give a breakdown of your expenditure.</li> <li>• Don't include any VAT you can recover from HM Revenue and Customs.</li> <li>• Only enter whole numbers:</li> </ul>	<p><b>Grant awarded/received from the Foundation: £</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 60%;">Item</th> <th style="width: 15%;">Planned cost</th> <th style="width: 15%;">Actual spend</th> <th style="width: 10%;">Grant received</th> <th style="width: 10%;">Difference</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Item	Planned cost	Actual spend	Grant received	Difference		£	£	£	£																																																																																
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	<b>Total Expenditure</b>		£		
<b>9. Where have you promoted the Sirona Foundation?</b>					
<b>10. Monitoring Report Submitted by</b>	Name _____		Date		
	Signature _____				

**For office use only:**

Signature Trustee	
Signature Trustee	



Date	
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All signed copies to be retained in Sirona Finance Department