

Organisation Name - Plumpton Parish

ID Number - 19262

Dear Paul Nicholson,

RE: Supporting Communities in Neighbourhood Planning

On behalf of The Department for Communities and Local Government, I would like to congratulate you and your organisation for being selected as one of the recipients of a Supporting Communities in Neighbourhood Planning grant.

You have been awarded a grant of £7,000 and the first installment of your grant (£6,300) has been approved for payment. Please ensure that you have read the Terms & Conditions of your grant thoroughly to ensure you are clear on the requirements of the grant, including the reporting required to release the final installment. Guidance on how to complete the grant monitoring forms is attached below.

Please accept our warm congratulations on the success of your application. We look forward to working with you on this important project.

With best wishes,



Alice Wilcock

Director, Partnerships & Innovation

Supporting Communities in Neighbourhood Planning

Grant Monitoring Form Guidance Notes

Overview

Monitoring will be 3 monthly from the date at which the funding acceptance is agreed. The online monitoring form will ask the following information:

- Financial reporting of actual amount of grant spend for the period.
- Progress you are making towards your neighbourhood plan or neighbourhood development order.
- How you are spending the money.
- Whether there are any changes to the Project or Your organisation which may affect delivery of the Project.
- How you are publicising the Project.

End of Project

- You will be required to submit your End of Grant report for approval by CDF within one month of completing your Project and this will be required in order to release the final payment.
- You will be required to complete a Statement of Grant Usage confirming the final amount of grant spent. Any unspent funds will need to be returned to CDF.
- To provide CDF with invoices for all items of spend over £1000

Monitoring Frequency

PROJECT START DATE	1 st Report Due	Reporting Period	2 nd Report Due	Reporting Period	3 rd Report Due	Reporting Period	4 th Report Due	Reporting Period	5 th Report Due	Reporting Period
May 2013	16 Sep 13'	Start– 31 Aug 13'	16 Dec 13'	Sep – Nov 13'	14 Mar 14'	Dec 13' – Feb 14'	16 June 14'	Mar – May 14'	15 Sep 14'	Jun – Aug 14'
June 2013	15 Oct 13'	Start – 30 Sep 13'	15 Jan 14'	Oct – Dec 13'	15 Apr 14'	Jan – Mar 14'	15 Jul 14'	Apr – Jun 14'	15 Oct 14'	Jul – Sep 14'
July 2013	15 Nov 13'	Start – 31 Oct 13'	14 Feb 14'	Nov 13' – Jan 14'	15 May 14'	Feb – Apr 14'	15 Aug 14'	May – Jul 14'	14 Nov 14'	Aug – Oct 14'
August 2013	16 Dec 13'	Start - 30 Nov 13'	14 Mar 14'	Dec 13' – Feb 14'	16 Jun 14'	Mar – May 14'	15 Sep 14'	Jun – Aug 14'	16 Dec 14'	Sep – Nov 14'
September 2013	15 Jan 14'	Start - 31 Dec 13'	15 Apr 14'	Jan – Mar 14'	15 Jul 14'	Apr – Jun 14'	15 Oct 14'	Jul – Sep 14'	-----	-----
October 2013	14 Feb 14	Start - 31 Jan 14'	15 May 14'	Feb – Apr 14'	15 Aug 14'	May – Jul 14'	14 Nov 14	Aug – Oct 14'	-----	-----
November 2013	14 Mar 14'	Start - 28 Feb 14'	16 Jun 14'	Mar – May 14'	15 Sep 14'	Jun – Aug 14'	16 Dec 14'	Sep – Nov 14'	-----	-----
December 2013	15 Apr 14'	Start – 31 Mar 14'	15 Jul 14'	Apr – Jun 14'	15 Oct 14'	Jul – Sep 14'	-----	-----	-----	-----
January 2014	15 May 14'	Start – 30 Apr 14'	15 Aug 14'	May – Jul 14'	14 Nov 14'	Aug – Oct 14'	-----	-----	-----	-----
February 2014	16 Jun 14'	Start to 31 May 14'	15 Sep 14'	Jun – Aug 14'	16 Dec 14'	Sep – Nov 14'	-----	-----	-----	-----

March 2014	15 Jul 14'	Start to 30 Jun 14'	15 Oct 14'	Jul – Sep 14'	-----	-----	-----	-----	-----	-----
April 2014	15 Aug 14'	Start to 31 Jul 14'	14 Nov 14	Aug – Oct 14						
May 2014	15 Sep 14'	Start to 30 Aug 14'	16 Dec 14	Sep – Nov 14						
June 2014	15 Oct 14'	Start to 30 Sept 14'								
July 2014	15 Nov 14'	Start to 31 Oct 14'								
August 2014	16 Dec 14'	Start to 30 Nov 14'								
September 2014	16 Dec 14'	Start to 31 Dec 14'								

How do I access the Grant Monitoring Form?

In order to access the Grant Monitoring Form, you will need to visit the online portal in the same way you completed the Funding Acceptance using your grantee account.

Please click [here](#) to take you to the online portal Log In page, and use the login details you already have



[Contact Us](#) | [Exit](#)

Please Sign In

Welcome to CDF's online grant system.
If you already have an account, or if an account has been set up for you by CDF (and you have received a temporary password), please enter your details below.

E-mail Password

Please note: do not click 'New Applicant' as an account has already been created for you.

When logged in, please click on 'Requirements' at the top of the page:



[Change E-mail/Password](#)

[Contact Us](#) | [Exit](#)

[Applications](#) [Requirements](#)

From the 'Requirements' page, select 'Neighbourhood Planning – Grant Monitoring Report' under the status 'New Requirements':



Account: np@cdf.org.uk | [Change E-mail/Password](#)
Last Log in: 10/2/2013 8:47 AM GMT-05:00

[Contact Us](#) | [Exit](#)

[Applications](#) [Requirements](#)

Requirements

Show

Form Name	Project Title	Type	ID	Due	Updated	Action
Neighbourhood Planning - Grant Monitoring Report 1		Monitoring Report	334212	07/10/2013	07/10/2013	

The form will open and you will be able to enter your details.

How do I complete the Grant Monitoring Form?

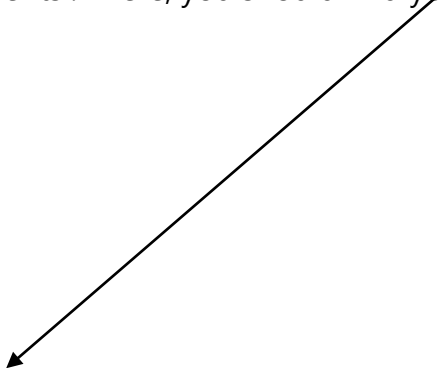
The form is divided into five sections:

1. **Project Plan Progress** - Please tell us how you are progressing with your planned activities the grant has contributed to.
2. **Changes** - Please tell us if there have been any changes to your planned activities as outlined in your application.
3. **Financial Information** - Please tell us how much of the Supporting Communities in Neighbourhood Planning grant you have spent (you may have used other funds to develop your project but we only need to know what you have spent from this grant only).
4. **Grant acknowledgement** - Please tell us how you have acknowledged your grant, for example on your website, newsletter, Facebook, Twitter, email signature or other method, please include address and links where applicable. You can also upload any good news articles and publicity you have received.
5. **Review My Requirement** – This section is an overview of the information you have entered. Please check all the information supplied is correct.

Once you have reviewed your information, please click 'Submit' at the bottom of the page. Please note: at any point you can click 'Save and Finish Later' to save your details and return to the form at a later date:

[Save & Finish Later](#) [Submit](#)


To return to a saved form, simply click on the link on page 1 of these guidance notes, log in and click 'Requirements'. There, you should find your saved form under 'In Progress Requirements':



Applications Requirements

Requirements

Show In Progress Requirements ▾

Form Name	Project Title	Type	ID	Due	Updated	Action
Neighbourhood Planning - Grant Monitoring Report			262079	09/05/2013	09/05/2013	

What Happens Next?

Once you have submitted your form, we will review the information you have provided, we may contact you if we have any questions. You will then receive an email confirming we have reviewed your monitoring form and we will tell you when your next form is due, but please allow 10 working days.

End of Grant Monitoring Report

This is due in the month following the completion of your project. It is completed in exactly the same way, except there are a few extra sections. You will also be asked to confirm the final grants spend and submit any invoices over £1,000.

1. **Project Plan Progress** - In your application you told us the key activities you expected to deliver by specific dates. Please tell us what you have achieved
2. **Changes** - Please tell us if there have been any changes to your planned activities as outlined in your application.
3. **Summary of your Project and what you have achieved**
4. **Financial Information** - Please tell us how much of the grant you have spent
5. **Final expenditure** – You will need to confirm the final grant spend by completing a Statement of Grant Usage form. Any unspent funds must be returned to CDF.
6. **Next steps** - This section asks you about your future plans for your Neighbourhood Plan

7. **Review My Requirement** – This section is an overview of the information you have entered. Please check all the information supplied is correct.

How can I contact CDF?

For all queries relating to accepting your grant, please contact us on **020 7812 5429** or alternatively, please email np@cdf.org.uk.