

Project Monitoring Requirements (1) Monitoring During Projects

1. Funding Offer Letter

All grants which GrantScape awards are made by way of an individually-prepared, formal Funding Offer letter which is sent to successful applicants for acceptance. This document sets out, amongst other things, our expectations of what each project will deliver over its stages and precisely what, within these stages, we will fund. We call these expectations “project Milestones”.

2. Grant Giving Terms and Conditions

The Funding Offer is also subject to our “Grant Giving Terms and Conditions”. A copy of the latter can be found on our website on the Grants page under ‘DOWNLOADS’.

3. Monitoring Activity – Normal Requirements

For all projects to which we award grants, we will meet with recipients following the award to discuss next steps and any pre-conditions.

Thereafter, for most projects that do not fall into the areas covered by section 4 below, we will not need to visit these projects or meet with grant recipients again until our completion visit (see section 5 below).

If we do decide that an interim visit is necessary, however, we will inform the grant recipient wherever possible/practicable.

4. Monitoring Activity – Special Requirements

For projects that we consider are:

- complex; and/or
- high value; and/or
- have a delivery timescale of typically a year or more,

we will normally detail in the project Milestones, the requirement for one or more monitoring visits by a member of our Grants team during the project.

These visits are to enable us to:

- review progress made with the grant recipient;
- ensure that this is in line with our joint expectations;
- take photos for our files, where appropriate;
- discuss future plans and next steps; and
- agree any actions that are necessary, either on the part of the grant recipient or of GrantScape.

For some of these projects, our monitoring activity will also include attendance at formal project steering and/or management committees. We will agree this with each grant recipient where such attendance is considered necessary and/or would be beneficial.

5. Monitoring Activity – Completion Visits

In the case of all grant awards, a member of our Grants team will arrange to meet each recipient and visit their project as close to its completion as possible. This enables us to view the completed project to confirm that the project Milestones have been fully satisfied. It also enables us to take photos for our records, and to discuss the project's promotion and the group's expectations of future use.

Where appropriate, we will also explain any further monitoring requirements beyond our completion visit. These are set out in full in the separate Information Sheet "Project Monitoring Requirements (2): Asset Monitoring Following Project Completion" which can be found on our website on the Grants page under 'DOWNLOADS'.