

7. IMPORTANT - Please ensure you have provided the required evidence with your monitoring form, including:

- Evidence of achievements following the award of the Sport and Physical Activity Development Grant, e.g. copies of certificates, photographs, tables evidencing the increase in members etc.
- Evidence of where funds have been spent in the form of receipts and / or invoices, and bank statements where possible to prove that payments have been made.

PLEASE DO NOT SEND ORIGINAL DOCUMENTS

Please ensure that you return any unspent grant monies via cheque addressed to Basildon Borough Council and enclose this with your monitoring form. If your monitoring form is not returned and sufficient supporting evidence is not provided you will not be able to apply for any future funding from Basildon Council. Basildon Council may also take action to recover all or part of the grant payment awarded.

Please note that information supplied as part of an application to the Sport and Physical Activity Development Grant will be shared with other council departments and relevant third parties for the assessment of your application and for the prevention and detection of fraud. Information and photographs supplied as part of an application to the Sport and Physical Activity Development Grant may also be used to publicise the grant scheme.

I confirm that the information provided in this form is correct and complete to the best of my knowledge and I am aware that if I knowingly provide information that is incomplete or incorrect action may be taken against me, possibly leading to legal action. I have read, understood and accept the conditions of the Sport and Physical Activity Development Grant as detailed in the following documents:

- Introduction to the Sport and Physical Activity Development Grant Scheme
- Criteria for Individuals / Criteria for Groups
- Application Timetable

Signed:

Date:

Please send your completed monitoring form and the necessary enclosures to:

Email	communitiesteam@basildon.gov.uk
Address	Voluntary Sector Development Office, Basildon Centre, St Martin's Square BASILDON Essex SS14 1DL

Basildon Borough Council is committed to promoting equality and welcomes applications from all sectors of the community. Applications will be treated fairly regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

Additional supporting evidence may be requested from you. Please ensure this is provided as soon as possible.

If you would like to find out more about how Basildon Borough Council uses your personal data please go to <http://www.basildon.gov.uk/privacy>