

END OF PROJECT MONITORING

1.0 SUMMARY

1.1 This report outlines a process for monitoring use of Common Good Fund monies and asks the Trustees to consider adoption of such a process.

2.0 RECOMMENDATION

2.1 Members are asked to consider the note the information and consider adoption of a process to monitor outcomes from the use of monies disbursed by the Oban Common Good Fund.

3.0 DETAIL

3.1 The Oban Common Good Fund is held in trust for the Common good of the burgh of Oban and its inhabitants. Trustees generally disburse the interest from investments held by the Trust, but have an overarching responsibility to use those funds wisely, in accordance with agreed criteria ,and overwhelmingly, to protect the Fund in perpetuity on behalf of the community of Oban .

3.2 The Chair of the Fund has raised the issue of reporting mechanisms for those who are in receipt of support from the Oban Common Good Fund , and has suggestive that the fund should have some kind of checking mechanism to ensure that any monies awarded are used appropriately, in accordance with the Fund criteria, and that recipients should be required to provide update to he Fund giving a level of information which enables trustees to be satisfied that this has happened. It is suggested therefore that recipients of funding from the Common Good Fund, as a condition of any such award, be required to complete an end of project monitoring report to the Fund, outlining the amount of funding, any match funding, project details and outcomes, including the number and breakdown of people who benefitted from the award. A draft template for such reporting is attached at Appendix 1.

3.3 Provision of this end of project information will enable the Trustees to have a consistent and clear oversight of use of the Common Good Fund, will enable them to have detailed information about projects and outcomes supported, be able to take this information into consideration where any subsequent applications to the Fund are made, be able to promote the fund as an enabler of good work in the Oban area, and to be provided with consistent detail about the use of the Fund and its benefit to the Oban community, which is the overall responsibility and function which the Trustees must carry out.

4.0 CONCLUSIONS

As part of the responsibility of the Trustees of the Oban Common Good Fund members must be satisfied that disbursed funds are used appropriately and in accordance with Fund criteria. Requiring award beneficiaries to provide feedback information on the success of their projects, and how they have impacted positively on the Oban community, will assist Trustees in fulfilling this role.

5.0 IMPLICATIONS

Policy:	None
Financial:	None
Personnel:	None
Equal Opportunities:	None

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