End of Grant Report and Evaluation

Please complete this form as fully and clearly as possible, please attach separate sheets if you wish. **Failure to return the form will mean that your group will not be eligible to apply for future funding.**

Name of Organisation:……………………………………………………………………………………

Funding Reference:……………………………………………………………………………………..

Amount of Grant Awarded: £……………..............

(Please note that the length of your responses will be limited to the size of the text box provided for each question. Feel free to add additional sheets if desired).

Please give a full description of the Project for which Funding was received: Project Start Date:……………………… Finish Date:………………………………..

Please provide evidence of how your project benefitted the people living in Hebden Royd. (This might include photographs, figures for how many people attended, ticket sales etc.)

Please provide evidence of how accessible your project was. (This might include a breakdown of numbers involved into age groups, evidence of assistance with costs for those on low incomes etc.)

Amount Awarded	What spent on	Office Use Only Receipts ?

Total Cost of Project:……………………

Details of all Funding received:

Source	Amount
Hebden Royd Town Council	

Has the full amount of the grant been spent?	Yes	No

How many people have been involved in voluntary work through this project?

If this grant was a contribution to the overall cost of the project, from which other sources did you obtain the balance & how much was raised?:

If the project was a success and is still running, how do you propose to improve and finance it in the future?

If you have not yet spent the grant please say why and tell us when you envisage spending the money:

What were the highlights of your project?

Would you have done anything differently?

Any other comments?

Signature of person completing this form:..

Date:………………………………Position in your group:………………………..…………………

PLEASE ATTACH PUBLICITY INFORMATION (PHOTOGRAPHS, NEWSPAPER CLIPPINGS, ETC) THAT YOU HAVE USED FOR THIS PROJECT.

This Form should be completed and returned to Hebden Royd Town Council as soon as possible after your project had been completed.