

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.**

1. About your Project

Name of Organisation:	
Funding Reference:	
Project Title:	
Amount of Grant Awarded:	£
Project start date:	
Project finish date:	

2. HRTC Grant Expenditure

2.1 Expenditure report

Amount Awarded	What spent on	Office Use Only Receipts ?

2.2 Total Cost of Project:

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2.3 If this grant was a contribution to the overall cost of the project, please list other sources of funding below:

Source	Amount
Hebden Royd Town Council	

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

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2.4 If you have not yet spent the grant, please give more details and tell us when you envisage the full grant will be spent. If any portion of the grant has not been needed, please contact the HRTC office.

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2.5 Were there any changes to your planned expenditure? If so, please give details below:

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3. Evaluation

3.1 How many people living in Hebden Royd benefitted from the project? (e.g. attendees, participants, viewers)

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3.3 Please provide **evidence** of how your project **benefitted the people living in Hebden Royd**. *This might include case studies, photographs, figures for how many people attended, ticket sales etc. Please use bullet points and numbers where possible.*
(300 words max)

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

3.4 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. Please use bullet points and numbers where possible.
(300 words max)

3.5 If applicable, please provide **evidence** of how your project **benefited the environment**.
This might include amount of waste recycled/reduced, number of people encouraged to use active transport etc. Please use bullet points and numbers where possible.
(300 words max)

3.6 If applicable, please tell us how the project **helped your organisation to become more financially resilient**.
For example, did it leverage additional match funding or bring in additional volunteer support?
(300 words max)

3.7 What were the **highlights** of your project?

Please give a short summary. Feel free to use bullet points.
(500 words maximum)

3.8 Would you have done anything differently?
(300 words maximum)

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

3.10 Any other comments?

Signature of the person completing this form	
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Position in your organisation / group	
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Date	
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PLEASE ATTACH PUBLICITY INFORMATION (PHOTOGRAPHS, NEWSPAPER CLIPPINGS, ETC) THAT YOU HAVE USED FOR THIS PROJECT.

You can also send photos, videos and other documents directly to
bryony.moore@hebdenroydtowncouncil.gov.uk

Please tick this box if you are happy for HRTC to share any photographs you've attached with this form. PLEASE NOTE that by ticking this box, you confirm that any people appearing in photos / videos have consented to them being shared publicly.

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

PLEASE NOTE: No applications can be made for further grants until the End of Grant Report and Evaluation Form has been completed for any previous grants.