# Grant Monitoring and Evaluation Form

## Contact Details

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| --- | --- |
| Organisation name: |  |
| Address: |  |
| Tel. No: |  |
| Email: |  |

## Grant Information

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| --- | --- | --- | --- |
| Date grant was awarded: |  |  |  |
| Total project cost:  | £ | Amount Awarded: | £ |

## Budget

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| --- |
| Has the grant been spent in line with your original application?Yes [ ]  No [ ]  |
| Please explain any changes to the grant expenditure: |
| Has there been an underspend on the grant?Yes [ ]  No [ ]  |
| If so, how much? £ and what is the reason for the underspend? |
| Receipt Amount: £ **Original or copies of your receipts must be included** |

## Project Information

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|  |
| When did the project / event take place?How many people benefitted from your project? |
| To what extent do you feel your project achieved its aims and objectives:Not al all [ ]  Partly [ ]  Mainly [ ]  Fully [ ]  |
| How well have the outcomes you set out to achieve in your application for funding been met?  |
| Did you encounter any problems delivering your project and what lessons have you learned from this? |

## Promotion

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|  |
| Please send an electronic photograph of your project. Is this attached? Yes [ ]  No [ ]  |
| Do you give permission for these photographs to be used on the Council’s web site and in newsletters? (Please ensure that you seek permission for anybody photographed). Yes [ ]  No [ ]  |
| How was the grant funding from Bingley Town Council acknowledged? (i.e. on your website, event programme, tickets, etc)  |

## Feedback

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| What is your experience of using the Grant Scheme? Are there any comments or suggestions for improvements that you would like to make? |
| How did you apply? Online [ ]  Email [ ]  Post [ ]  |
| Did you encounter any problems in submitting your appliction? |
| Do you feel that you understood the process? Yes [ ]  No [ ]  |
| Please rate the following elements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **OK** | **Poor** |
| Completing the application form |  |  |  |  |
| Relevance of guidelines |  |  |  |  |
| Length of the process from submitting an application to receiving notification |  |  |  |  |
| Evaluation requirements |  |  |  |  |
| Advice given from the Grants Team (if applicable)  |  |  |  |  |

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