# 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) |  |  |  |  | |