**Grant Monitoring and Evaluation Form**

**Tel: 01454 412103 E-mail: info@thornburytowncouncil.gov.uk**

**Town Hall, High Street, Thornbury, Bristol, BS35 2AR**

As a condition of receiving a grant from Thornbury Town Council you are required to complete an evaluation form and provide the evidence of spend and benefit. This is to enable us to assess the impact the grant has made to your project and the local community, and to ensure that public money is spent in a responsible manner.

This form is to be returned once you have spent the funds, and the project is complete. If you were awarded a Community Development Grant, and it takes longer than 6 months to complete your project, you need to submit a written report at 6 months after receipt of funds, to give an update on progress. You can submit the written report in any format that works for you.

Along with **this** evaluation form, you need to submit:

* Evidence of spend, i.e. receipts, or a paid invoice
* Visual evidence of credit given to Thornbury Town Council for financial support. This can be for example, photographs, a copy of your newsletter or event programme, or screenshots of your website.

It is important, for transparency purposes, that the tax payer can see where their money is going, and which organisations are receiving funding, which is why Thornbury Town Council requires recipients to acknowledge Town Council grant funding.

**Grant award details:**

**Year of award: ……………………………………………………**

**Please circle: SPRING / AUTUMN application window**

**Name of organisation: ………………………………………………………………………………………………………………**

**Amount awarded: £…………………………………….**

**Type of grant: Community Development Grant (up to £3000)**

 **Small grant (up to £750)**

 **Small events (up to £1000)**

 **Medium-Large Local events (£5000)**

**What was the money for?**

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**Did you spend all of the amount awarded? Please attach to this form evidence of spend.**

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**How many people benefited from the grant?**

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**Please break down how many of these were Thornbury residents, compared with those living outside the parish:**

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**How did you measure the benefit to your organisation/people involved?**

***Extract from TTC Grant Awarding Policy and Procedure:***

*“The claimed impact/benefit should be set out in quantifiable SMART terms (specific, measurable, achievable, relevant and time-bound).”*

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**How did you publicly acknowledge receipt of the grant from Thornbury Town Council and credit TTC in your promotional material etc? Please attach to this form visual evidence of acknowledgement.**

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**Were there any special conditions linked to the receipt of this grant, and if so, please outline how you met them:**

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**Please confirm that the grant has been spent within 12 months of funding approval. If it has not been, or the project has been delayed/extended, please give details:**

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**We love to be able to use photos and content from grant recipients’ events or projects, so that we can celebrate your successes with you, and advertise the grant programme in the community. If you have any photos or material that you are happy for us to use, please attach/enclose it with this monitoring form.**

**Photos/documents attached:**

**In line with GDPR and safeguarding legislation, please ensure you have consent from the copyright holder, and subjects or their parents/legal guardians, of any images attached before submitting them to us.**

**Consent gained from copyright holder:**

**Consent gained from subjects/parents/legal guardians:**

**Form completed by:**

**(name/address)**

**Position in Organisation:**

**Signature:**

**Date:**

**Please include proof/copies of relevant receipts, evidence of spend, and evidence of public acknowledgement of receipt of grant award with this evaluation form.**

Please return your completed form as soon as you are able to provide evidence of expenditure and/ or the project is complete. It must be provided within 12 months of grant award. Evaluation forms must be completed in order for you to be eligible for future grants.

Return to:

Thornbury Town Council, Town Hall, High Street, Thornbury, Bristol, BS35 2AR

Or email: info@thornburytowncouncil.gov.uk

Further information about Thornbury Town Council and its grant policy, including monitoring and reporting requirements, is available from: [**www.thornburytowncouncil.gov.uk**](http://www.thornburytowncouncil.gov.uk)