Community Grants Feedback Form

All grant recipients should complete the feedback form below and submit to the Town Clerk (preferably by email) within 6 weeks of the completion of their project, and no later than 12 May in the year following the year of the award.

Basic	Details
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Organisation in receipt:

Project name:

Project start date:

Project end date:

Brief description of the project (from original application):

Amount awarded:

Name of person completing this form:

Position/role in organisation:

Contact email:

Contact phone number:

Finances

Did you spend all of the grant?

If not please explain why not:

If not, please propose whether you wish to spend it on something else (explaining this) or intend to pay it back (alternative proposals will need to be approved by the Town Council):

Did our funding help you to secure additional resources or 'match fund' from anyone else? (Please give details of amounts and who from):

Project Outcomes

Please briefly explain what you achieved in no more than 100-250 words (what you did, who was involved, where it took place, how it benefitted the local community):

How many Hednesford residents did you engage in your project in total? (Please estimate if you were not able to count them precisely):

Did you involve any volunteers in your project? (Please give details of how many and in what way):

What have you learned from this project or activity that will inform your future work or projects?

Please provide a brief case study of an individual or group who have benefitted from the work, outlining ideally in their own words, how they have benefited from the project or activity (no more than 100 words):

Please insert a photograph (which we may use in publicity) that captures the spirit of your achievements:

Feedback to the Town Council

Overall how straightforward has it been applying for, receiving and feeding back to us in relation to this grant?

Do you have any suggestions for how we could make the process better?

Thank you for completing this feedback form - please return to

Town Council Manager/Clerk -Hednesford Town Council Pye Green Community Centre Bradbury Lane, Hednesford WS12 4EP

Email: peter.harrison@hednesford-tc.gov.uk