



Evaluation Form – Small Grants Scheme 2020/21

NAME OF ORGANISATION: ADDRESS:	
EMAIL:	TELEPHONE NUMBER:
REFERENCE NUMBER (Town Council use):	

Capital expenditure/project description for which the grant funding was approved (*If your award was for more than one project please use a separate evaluation sheet for each one*):

Amount of Westgate-on-Sea Town Council grant funding awarded

Date Received:

Amount of WOSTC grant funding actually spent:

Capital/Project Expenditure: <i>Please list the costs you have incurred in providing the project or purchasing special equipment. Please complete the sections below providing as much detail as possible. If necessary please use a separate sheet. (Please ensure you itemise all expenditure)</i>	
	£
	£
	£
	£
	£
	£
	£
	£
Total Cost of Capital Expenditure/Project	£

Please submit invoices and bank statements where appropriate

For what purpose has the grant funding been used?

(Please enclose invoices where appropriate)

Comments on expenditure:

If total funding has not been spent, please explain why?

EVALUATION DECLARATION

<p>Name of person completing this form:</p> <p>Title: <i>E.g. Chairman, Secretary etc.</i></p> <p>Signature:</p> <p>Date:</p>	<p>I/We hereby declare that the financial details in this statement are true and correct and that all relevant information has been made available to me/us for examination:</p> <p>Signed:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>
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As part of your application for financial assistance you indicated that our funding would help you to achieve specific outputs. Particularly demonstrate how your project met the priority/priorities that you indicated on your Grant Funding application. Please consider each of the criteria as listed below and include any evidence of how these were achieved.

- Project Management and Aims
- Promotion
- Economic Impact and Sustainability
- Community Involvement

How many people approximately have and/or will continue to benefit from project/special equipment purchased?

Have you produced any publicity material or issued any press releases concerning this event?

Yes

No

If yes, please provide copies – together with any photographs - when returning this form (if not already provided).

Were there any aspects of your project that particularly went well?

Were there any aspects of your project that could be improved for future projects?

If you need assistance in completing the form, please contact townclerk@westgateonsea.gov.uk or call **01843 836182**.

Please return the completed form – together with all appropriate attachments – NO LATER THAN SIX MONTHS FOLLOWING THE COMPLETION OF YOUR CAPITAL PURCHASE/PROJECT, to:

townclerk@westgateonsea.gov.uk or write to

**Westgate-on-Sea Town Council
78 St Mildreds Road
Westgate-on-Sea
Kent CT8 8RF**