

GRANT AID

MONITORING & EVALUATION FORM

All questions relate to your organisation's award for the _____ year.

Organisation name:

Name of person completing form:

Position in organisation:

Telephone number:

E-mail address:

Value of grant awarded:

1. Please detail how the grant award was spent.

A List all the individual items or activities that your grant was spent on	B List the total amount you spent on each item	C List the total amount you spent on activities
Total amount spent:		

2. Please detail how your project/service has benefited the local community?

Please include any statistical information, case studies, photographs or similar, continuing on an additional sheet if required.

3. Please detail how your project/service has achieved the specific objectives and outcomes set?

4. What are the main challenges your organisation faces, financial or otherwise?

Please use this space to offer any further comment or details of your organisation's activities in the future.

Declaration

Two members of the organisation should sign the declaration below. At least one of the persons should be a member of the Management Committee (ie Chair, Treasurer or Secretary). Both persons must have the authority to complete this declaration on behalf of the organisation.

We, on behalf of our organisation, declare that the information provided in this grant evaluation form is correct and complete to the best of our knowledge;

We confirm that all funds received from Epping Forest District Council's Grant Aid Scheme in the financial year have contributed directly to our organisation's charitable aims as identified in the initial application form.

1. Name	
Position in organisation	
Signature	
Date	

2. Name	
Position in organisation	
Signature	
Date	

Please return this form to:

**Assistant Community, Health and Wellbeing Manager, Community Services,
Epping Forest District Council, 25 Hemnall Street, Epping, Essex, CM16 4LU**

Or e-mail: tbc