



# Harwich Town Council

## Monitoring and Evaluation Form

You are required to provide a written statement of how your grant has been spent.

Please complete and return this form, along with the required supporting documentation to the Guildhall, Church Street, Harwich, Essex, CO12 3DS within 12 months of the award date.

If you require assistance with completion of this form, please contact the Clerk on 01255 507211

<b>DETAILS OF YOUR ORGANISATION</b>
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**Name of Organisation:**

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**Address:**

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**Tel. No.:**

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**E-mail Address:**

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**Contact Name:**

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<b>DETAILS OF GRANT</b>
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**Amount of Grant Awarded:**

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**Date Grant Was Awarded:**

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**Purpose for which grant was made (as stated in the grant offer letter):**

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**Can you confirm that the whole of the grant was spent on the purpose for which it was given?**

**Yes / No**

**Have you enclosed copies of accounts/receipts /invoices to support this monitoring form?**

**Yes / No**

**If you have answered no to either question, please explain why:**

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<b>COMMENT AND EVALUATION</b>
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**Please give a brief description of the activities or event run etc as a result of the grant:**

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**What have been the benefits and effect to the community as a result of your project?**

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**Number of beneficiaries supported through this grant/your project:**

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**If you plan to, how will you continue this work? (indicate financial or other arrangements made):**

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**Did you need to raise additional funds for this project?:**  
**Yes / No**

**If yes, what other funds did you manage to raise and from where?**

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**Please add any other relevant information, highlights or comments:**

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**Signed:** .....

**Position:** .....

**Date:** .....