



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Marie Snell

Bradfield Village Hall, The Street, Bradfield, Essex CO11 2UU Tel: 07851 760264
E-mail: clerk@bradfieldparishcouncil.org.uk

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 clerk@bradfieldparishcouncil.org.uk within 12 months of the award date.

If you require assistance with completion of this form, please contact the Parish Clerk on 07851760264

DETAILS OF YOUR ORGANISATION

Name of Organisation:

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Address:

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Tel. No.:

E-mail Address:

Contact Name:

DETAILS OF GRANT

Amount of Grant Awarded:

Date Grant Was Awarded:

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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COMMENT AND EVALUATION

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: