



Town Council Grant

Activities Monitoring Form

1. Contact Details	
Organisation name:	
Address:	

2. Grant Information			
Grant Reference Number:			
Total project cost:			

Receipts Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Amount:	£	
Please list receipts below:			

3. Project Information			
When did the project commence?			
Did you make a profit from the project? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, how will this be used?			
Please explain how the grant money was used:			

Please explain what difference the project has made to your organisation/local people:

4. Promotion

Please send an electronic photograph of your project/activity. Is this attached? Yes No

Do you give permission for these photographs to be used on the Council's web site and in newsletters?
(Please ensure that you seek permission for anybody photographed). Yes No

Was the grant funding from Congleton Town Council acknowledged in any way? Yes No

Please state how (i.e. on your website, event programme, tickets, etc)

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5. Feedback

What is your experience of using the Town Council Grant Scheme? Are there any comments or suggestions for improvements that you would like to make?

How did you apply? Online Email Post

Do you feel that you understood the process? Yes No

Please rate the following elements:

	Excellent	Good	OK	Poor
Completing the application form				
Relevance of guidelines				
Length of the process from submitting an application to receiving notification				
Advice given from the Town Council Grants Team (if applicable)				