



# Town Council Grant

## Activities Monitoring Form

### 1. Contact Details

|                    |                        |  |  |
|--------------------|------------------------|--|--|
| Organisation name: | Congleton Live CIC Ltd |  |  |
| Address:           | [REDACTED]             |  |  |
|                    |                        |  |  |

### 2. Grant Information

|                         |        |  |  |
|-------------------------|--------|--|--|
| Grant Reference Number: |        |  |  |
| Total project cost:     | £6,400 |  |  |

|  |                 |           |
|--|-----------------|-----------|
| Receipts Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Receipt Amount: | £2,736.99 |
|--|-----------------|-----------|

Please list receipts below:

Promotion costs invoices

|   |                |            |           |           |
|---|----------------|------------|-----------|-----------|
| A | 123 Reg        | 123 REG    | WEB URL   | £14.39    |
| B | Invoice 030008 | Fullcolour | Leaflets  | £392.00   |
| C | Invoice 030010 | Fullcolour | A3 poster | £256.80   |
| C | Invoice 030016 | Fullcolour | Programme | £1,490.00 |
| D | Invoice 030017 | Fullcolour | sponsors  | £233.40   |
| E | Invoice 125329 | Heads      | Chronicle | £175.20   |
| F | Invoice 125369 | Heads      | Chronicle | £175.20   |

### 3. Project Information

When did the project commence?

Work started on the Project in September 2021

Did you make a profit from the project? Yes ☒ No ☐

We do not have all the finances in yet, both debtors and creditors, but we expect to have made a very small profit.

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

We have Anecdotal feedback from local people that that they look forward to this event every year, it is in their calendar, and that it meets our target aims of getting people in town and raising community spirit.

We have solicited feedback from venues that the festival rings new people in town and into their venues, and it makes the town a destination, one of our key target aims.

### 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)

Congleton Town Council was acknowledged as a funder on leaflets, in our programme, web site and facebook page, and on road side advertising.

**5. X**

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?

The Grant funding process is relatively easy to use.

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  |           | X    |    |      |
| Relevance of guidelines  |           | X    |    |      |
| Length of the process from submitting an application to receiving notification |           | X    |    |      |
| Advice given from the Town Council Grants Team (if applicable)                 | X         |      |    |      |