

# Berkeley Town Council

## Grant Evaluation Form

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Town Hall, Salter Street, Berkeley, Glos GL13 9DB

As a condition of receiving a grant from Berkeley Town Council you are required to complete this short evaluation form to enable us to assess the impact the grant has made to your project and the local community.

This form will be used to inform future applications.

Year of award:

1. Name of Group / Organisation:

2. How much funding were you awarded?

3. Did you spend the entire amount awarded?

Yes  No

If no please explain why not and how much is remaining:

4. What did you use the money for?

5. What difference has the funding made in the locality/community?

Please include information about the number of people from Berkeley who participated and/or benefited from the grant.

6. How did your group measure the benefits?

7. Did you come across any problems in the delivery of your project? Yes  No   
If yes please tell us about them:

8. Please use this space to make any other comments which will help us improve the grants process/programme:

**It is a condition of the grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.**

**Form completed by:  
(Name/address)**

**Position in Organisation:**

**Signature:**

**Date:**

**If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.**

**Please return your completed form to:**

**Berkeley Town Council, Town Hall, Salter Street, Berkeley,  
Gloucestershire, GL13 9DB**