



For office use only
Date Form Sent:
Returned date:

Grant Monitoring and Evaluation Form

Name of organisation:		
Name of person completing form		
Purpose of grant		
Telephone	email	
Grant year:	Grant agreed (inc adjustments)	Grant paid to date

1. Has the whole grant awarded to your organisation been spent?
(we define money as spent when it has actually been paid out by you) **(Yes / No)**

2. If no, please supply details of how much of the grant has been spent and the date by which the balance will be spent.

3. Please attach expenditure listing and receipts confirming expenditure as set out in the offer letter/contract that have not already been provided (photocopies of originals are acceptable). (Please list attachments)

4. When will your Annual Report and Financial Accounts, showing the grant paid be available?

Annual Report:

Audited Accounts:

Please ensure that copies of these documents are sent to us as soon as they become available.

5. Please outline briefly the objectives that you have achieved as set out in the offer letter/contract that you have not already reported to us. In addition to the evidence provided for section 3 above, please attach evidence of the (remaining) measurable outcomes that have been achieved. (Please list attachments).

Please refer to your application form and to our grant offer/contract when you complete this so that we can see that you have achieved what you intended to do when the grant was provided.

6. Please tell us about any parts of the project which have gone particularly well.

7. Are there any aspects of the project which with hindsight you may have done differently?

8. How has the project been publicised?

9. Beneficiaries	
Where is your organisation based?	
Where was the project /activity located?	
How many people have benefited from the project / activity to date?	
How many of these people are resident in the wards covered by the Community Councils?	
How many additional people will benefit from the project during the next twelve months?	
Please indicate how many beneficiaries came from the following Community Council (insert number in box)	
North Chingford <input type="checkbox"/>	South Chingford & Highams Park <input type="checkbox"/> Walthamstow West <input type="checkbox"/>
Walthamstow & Lea Bridge <input type="checkbox"/>	Leyton & Whipps Cross <input type="checkbox"/> Leytonstone <input type="checkbox"/>
Please tell us how many beneficiaries there have been from the project from each of the following age groups (insert number in the box)	
Children <input type="checkbox"/>	Young people <input type="checkbox"/> Adults <input type="checkbox"/>
Older adults <input type="checkbox"/>	All <input type="checkbox"/> Not recorded <input type="checkbox"/>
What was the ethnic grouping of the beneficiaries? Please tell us how many beneficiaries there have been from the project from each of the following ethnic groups	
Asian or Asian British <input type="checkbox"/>	Black or Black British <input type="checkbox"/>
European <input type="checkbox"/>	Mixed heritage <input type="checkbox"/>
White <input type="checkbox"/>	Chinese or Chinese British <input type="checkbox"/>
Any other group <input type="checkbox"/>	Not recorded <input type="checkbox"/>
What steps did the project take to cater for people with disabilities?	
How many of the beneficiaries were people with disabilities? <input type="checkbox"/>	

10. Has the grant received from Waltham Forest Community Council assisted you with fund raising from other sources?
(Yes / Possibly / No)

11. If yes, please tell us which organisation, the purpose of the grant, the total amount and the length of time it is for.

Name of funding organisation and purpose of grant	Length of grant (years)	Total grant

12. How have you celebrated the success of this project?

13. Is there any other feedback you wish to give us on your project?

Feedback on Waltham Forest Community Council Fund.

The London Borough of Waltham Forest aims to demonstrate best practice in all aspects of its work and to be responsive to the needs of local organisations. To assist us to do this we would appreciate your comments on our performance.

From your experiences how would you rate Waltham Forest's Community Council Fund?

	Very Good	Good	Fair	Poor	Very Poor
Application Process					
Overall grant application procedure					
Written guidance on grant applications					
Layout and complexity of application forms					
Waltham Forest Community Councils Fund: Management and Procedures					
Promptness of responses					
Fund webpage					
Overall helpfulness of staff					
Grant offer letters					
Arrangements for payment of grants					
Monitoring and Evaluation Process					
Complexity of this form					
Are there any other comments you wish to make?					
We would appreciate it you would include any pictures you have of the projects.					

Signature of person
 Completing this form: Date:
 Name

Thank you for completing this monitoring form, please return to;

XXXXXX
 Community Councils Manager
 Room 301 , Sycamore House
 Town Hall Complex
 Forest Road
 Walthamstow E17 4JF