Wiltshire Council
Where everybody matters

Community Area Grant Scheme Evaluation Form
Reminder – Failure to return this form could result in no further grants being awarded to your group/organisation.

Please complete and return this form within 4 weeks of completion of your project or scheme, returning it to the address below **PLEASE COMPLETE ALL SECTIONS**

As a condition of your funding you agreed to provide evidence of how your funding was spent - failure to do this will exclude applicants from applying for any future funding. **Please remember to include receipts, invoices or photographs of the project with this evaluation form.**

Your feedback is important to us as it is used for internal audit purposes in our community planning work and enables us to review the Community Area Grants application process.

If you would prefer to complete an electronic version, this may be downloaded from the Council's website (www.wiltshire.gov.uk)

PLEASE WRITE CLEARLY

Name of Organisation:

In which Community Area did your project take place?	

What did your project/scheme involve and how was your grant spent? (e.g. erected a youth shelter, enabled start up of Neighbourhood Watch Scheme, funded summer play scheme)?

How did/does your project benefit local people and approximately how many?

What other Agencies/Groups/Organisations were involved in this project?

Do you consider your project/scheme has proved a success and if so, why?

If your project was for a long term item (e.g. playground equipment over next 5-10 years), or a repeat project (e.g. a summer play scheme or festival), how are you intending to sustain this in the future?

How much funding did you receive from the Area Board?

What was the total cost of your project (including that contributed by the Area Board)?

	Yes	No
Did you obtain any publicity for this project or scheme and was the contribution from the Area Board acknowledged in any publications e.g. press articles or newsletters? (please tick)	☐	☐

	Yes	No
I have enclosed an example of all publicity acknowledging the Council's contribution (please tick)	☐	☐

	Yes	No
Would you mind us passing on your details to someone else trying to set up a similar project in Wiltshire?	☐	☐

	Good	Average	Poor
How did you find the application process of applying for a Community Area Grant? (please tick)	☐	☐	☐

Please let us know how we could improve the process?

Name Address	
Tel No/Email:	Date:

Thank you for taking time to complete this evaluation form