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|  Holme Valley Parish CouncilThe Civic, Huddersfield Road, Holmfirth HD9 3ASEmail: clerk@holmevalleyparishcouncil.gov.ukTel: 01484 687460 |
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| Grant Evaluation |
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| * The Parish Council likes to hear how community groups have used the money awarded to them
* As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed
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|  |
| Name of Organisation |  |
| Amount of award | £ |  |
| Purpose for which the grant was awarded (Maximum 20 words) |  |
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| The Story of Your Project |
| * *Tell us what you did with the money awarded to you (Maximum 500 words)*
* *Attach a few photos*
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| The Story of Your Project contd. |
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|  |
| What you achieved |
| What were the benefits of your project?(Maximum 500 words) |  |
| Who benefited from the project?(Maximum 200 words) |  |
| How many people benefited?(Maximum 200 words) |  |
| Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate? |  |
| Reflecting on climate change, did the project address any aspects of the climate emergency? How?  |  |
| Did you achieve what you were trying to do? (Maximum 200 words) |  |
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| Finance and Expenditure  |
| *We ask groups to retain their receipts and invoices, and to keep a record of what they’ve spent for auditing purposes* |
|  |
| Grant awarded | £ |  |

|  |  |  |
| --- | --- | --- |
| Date | Description of expenditure (use another sheet if necessary) | Amount |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  | Total expenditure | £ |  |
|  | Amount of grant remaining (if any) | £ |  |

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| *Any amount of the award unspent may have to be returned to the Parish Council* |
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| Person completing this form |  | Date |  |
| Position in organisation |  |  |  |

**Send the completed application form, together with all supporting documentation, preferably in PDF format to:** **clerk@holmevalleyparishcouncil.gov.uk**

**Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?