|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Holme Valley Parish Council The Civic, Huddersfield Road, Holmfirth HD9 3AS  Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)  Tel: 01484 687460 | | | | |
|  | | | | |
| Grant Evaluation | | | | |
|  | | | | |
| * 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 | | | | |
|  | | | | |
| Name of Organisation |  | | | |
| Amount of award | £ |  | | |
| Purpose for which the grant was awarded (Maximum 20 words) |  | | | |
|  | | | | |
| The Story of Your Project | | | | |
| * *Tell us what you did with the money awarded to you (Maximum 500 words)* * *Attach a few photos* | | | | |
|  | | | | |
| The Story of Your Project contd. | | | | |
|  | | | | |
|  | | | | |
| 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) |  | | | |
|  | | | | |
| 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) | £ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Any amount of the award unspent may have to be returned to the Parish Council* | | | |
|  | | | |
| 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**](mailto: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?