

IVYBRIDGE TOWN COUNCIL

GRANTS FEEDBACK FORM

For organisations in receipt of a Town Council grant

It is a condition of Ivybridge Town Council that a report of how the grant was used is given to the Council within three months of receipt of the grant.

Therefore, you are requested to fill in this report form and return it to the Town Clerk within three months of receiving the cheque for the grant. If you have not yet spent the entire grant, we are asking you to return this form with an interim report and then submit a final report within three months of spending the remaining grant monies.

NAME OF ORGANISATION

CONTACT NAME/POSITION

DATE GRANT AWARDED **AMOUNT AWARDED**

WHAT WAS THE GRANT APPLIED FOR?

Please describe how your grant was used:

What were/are the results so far of your use of the Town Council grant?

Please try to provide numbers, wherever relevant (number of visitors to events, number of volunteers to events, number of young people catered for or trees planted, etc)

How many members/volunteers took part in your project/event?

How many people benefited from your project/activity?

What other funding (if any) was used?

Please name the fund and amount given:

Please provide copies of any publicity material you used, any press cuttings and other publicity achieved.

Please also, where appropriate, provide photographs of your event/project.

NAME

POSITION WITHIN ORGANISATION

CONTACT TEL. NO/EMAIL

DATE

PLEASE RETURN TO: The Town Clerk, Ivybridge Town Council, Town Hall, Erme Court, Leonards Road, Ivybridge, PL21 0SZ.

Tel: 01752 893815

Email: townhall@ivybridge.gov.uk