

COMMUNITY GRANTS EVALUATION FORM



This Evaluation form has been developed to assist you in providing a report to Council on the outcomes of your Community Grant.

Forms are due to Council Friday 30th June 2017

Note: All Grantees must complete the Evaluation Form if they are to be considered in any future Community Grants Program

Project Name:	<input type="text"/>		
Name of Organisation:	<input type="text"/>		
Funds provided by Council:	\$ <input type="text"/>	Contact Number:	<input type="text"/>
Commencement date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Completion date:	<input type="text"/> / <input type="text"/> / <input type="text"/>

1. Describe the project (attach a separate sheet if required):

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

2. How did the project benefit the residents:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

3. The number of people involved:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

4. How was Council's contribution acknowledged? (please attach samples)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

5. Was Council Funding spent on the project as advised in the application? Yes No

If no, was Council contacted and advised of changes; what were these changes?

6. How did you spend the money Council granted:

Item:	Amount:

Please attach proof of purchase, e.g. Docket, budget allocation in annual report, copy of invoice etc. **Any unspent funds to be returned to Council.**

7. If your project is partly underway, could you please provide a progress report outlining how the funds have been spent so far and the plan for the future of the project, please include timeline for completion.

IMPORTANT Please attach photos of your project to this form

Signature

Authorised Contacts Name:			
Position Held:			
Signature:		Date:	

Council Details

Address: City of Canada Bay Council Civic Centre 1A Marlborough Street, Drummoyne NSW 2047 Locked Bag 1470, Drummoyne NSW 1470	Website: www.canadabay.nsw.gov.au Email: council@canadabay.nsw.gov.au Telephone: 02 9911 6555 Fax: 02 9911 6550
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<h2 style="margin: 0;">ADDITIONAL EVALUATION REQUIREMENTS</h2> <h3 style="margin: 0;">COMMUNITY BUILDING GRANTS ONLY</h3>	
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1. How did your project or activity achieve the FuturesPlan20 outcome nominated in your application?

2. How did you measure the impact of your project? please indicate the three measures from the list below:

	Participant evaluation - Qualitative (eg. comments and feedback)		Demonstrated sustainability of the project outcomes
	Participant evaluation - quantitative (eg. ranking/tick a box survey)		Level of community involvement planning and/or attendance
	Statistics		Other
	Visual documentation of your project		
	Relevant 'expert' endorsement or evaluation		

3. Project documentation and evaluation
Please attach copies of this documentation to this form and provide a summary of the information gathered through these measures below:
