



SAFFRON WALDEN  
TOWN COUNCIL

# Grant Monitoring Form

For completion post event  
And/or post grant being awarded

Version	Date Adopted Policy	Minute Reference	Review Date
1	July 2022	F & E 108-22	October 2023



## GRANT MONITORING FORM FOR LOCAL PROJECTS

Section 1 – About the Applicant	
1	Name of Applicant/Organisation
2	Applicant contact name, address, email and telephone*  <small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small>
3	What was your grant for and how much was awarded from the Town Council?
4	<b>Objectives</b> Tell us what the core objectives of your grant were and did you meet them? (please make reference to the information as contained within box 13 of your original grant application)
5	Would your activity or event have continued if you did not receive the Town Council's funding?  Yes <input type="checkbox"/> No <input type="checkbox"/>



6	How many people attended the event or activity? (where possible, please break this down into children under 12, young people, adults)
5	Would you consider your event to be a success and what would you change for any future event or activity?
6	Please provide evidence and details of promotional material and press releases of your event, including evidence of the Town Council's support (where possible, please include copies of press and social media releases)

Please complete and return this form within 2 weeks of receipt.  
Return via post or email to:

The Town Clerk  
Saffron Walden Town Council  
The Town Hall,  
Market Street,  
Saffron Walden  
Essex, CB10 1HZ  
Tel: 01799 516501

Email: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk)