



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 CraftAbility |
| 2 | Applicant contact name, address, email and telephone* CraftAbility 6 Dunmow Road, Thaxted, Essex CM6 2LU craftabilitythaxted@gmail.com 01371 830752 *Please note that this information will be published in the public domain unless we receive express instructions to the contrary. |
| 3 | What was your grant for and how much was awarded from the Town Council? CraftAbility is located in Thaxted & hires specially adapted minibuses & trained drivers from Uttlesford Community Travel to transport members to & from the Centre for sessions twice a week on Mondays & Thursdays. Over half the Centre's annual costs are spent on providing this transport. £500 was awarded towards these transportation costs. |
| 4 | Objectives 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) Providing transport to our members enables them to attend the twice weekly sessions at the Centre. Without this specially adapted transport our members, who all have physical difficulties, would not be able to attend. The Centre enriches the lives of our members by offering free creative activities in a pleasant & caring environment. They can participate in a range of skills to develop self-confidence & independence and many of our members say attending the Centre is the highlight of their week. |
| 5 | Would your activity or event have continued if you did not receive the Town Council's funding? Yes X ^I No |



| 6 | How many people attended the event or activity? (where possible, please break this down into children under 12, young people, adults) |
|-----|---|
| | We currently have 21 members. Sessions are regularly attended by between 10 - 16 members |
| 5 | Would you consider your event to be a success and what would you change for any future event or activity? |
| | Our transportation costs are usually over £1,000 per month. The grant from Saffron Walden Town Council contributes towards one month's cost. |
| 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) |
| | CraftAbility acknowledges donations in our Newsletters, on FaceBook, in promotional material & at our AGM. We are also currently developing our website |
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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