



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



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

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