



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 The Diamonds
2	Applicant contact name, address, email and telephone* Claire Neale, 12 Eastby Close, Saffron Walden Essex, CB11 3BT claire.mary.croft@gmail.com / cneale@uttlesford.gov.uk 07929 720432 <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? Rock n Roll Bingo event and we were awarded the hall hire which is a cost of £597 + VAT
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) To raise vital funds for the local Parkinson's Group to do the following: <ul style="list-style-type: none">• Support those who care for loved ones suffering with Parkinsons• Provide a meeting point for both sufferers and carers• Fund any vital equipment that might help Also raise vital funds for Saffron Walden and District RDA to do the following: <ul style="list-style-type: none">• Offer out their service to more children/adults in need• Fund any vital equipment that might help Yes we feel we met our core objectives of raising money for two local charities and making those attending our event aware of what they do for our local community.



5	<p>Would your activity or event have continued if you did not receive the Town Council's funding?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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>86 people</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>Yes I would consider our event to have been a success, currently no changes at present considered.</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>Each person attending received a 'goody' bag which contained information on our sponsors and supporters, which included SWTC. This was also mentioned in the welcome to all guests of the support we have received from SWTC. Awaiting a final figure of what we made so we can announce in the paper and also present to the two charities.</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