



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 Uttlesford Foodbank
2	Applicant contact name, address, email and telephone* Katy Mendes-Day, Uttlesford Foodbank E: info@uttlesford.foodbank.org.uk T: 07531436335 <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? £500 awarded for fresh food vouchers at Christmas
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 support families in Uttlesford known to the Foodbank who are experiencing hardship and provide them with a fresh food voucher at Christmas.
5	Would your activity or event have continued if you did not receive the Town Council's funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



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 supported 60 unique households with vouchers totalling £900. This reflected 114 adults and 94 children.</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, the vouchers were well received. Against a backdrop of increased need the only improvement would be to provide more support next year.</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>We posted a 'thank you' to SWTC across our socials, following the event, indicating that our efforts had been supported by them.</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



Uttlesford Foodbank

16h · 🌐

Our thanks to [Saffron Walden Town Council](#) for their generous funding for fresh food vouchers over the Christmas period, which enabled us to give local families fresh food vouchers alongside their Christmas foodbank parcels 😊

THANK YOU
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