



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 | <p>Name of Applicant/Organisation</p> <p>Saffron Walden Royal British Legion</p> |
| 2 | <p>Applicant contact name, address, email and telephone*</p> <p>Michael Birnie, 64 Victoria Avenue, michaelbirnie@btinternet.com, 01799513186</p> <p><small>*Please note that this information will be published in the public domain unless we receive express instructions to the contrary.</small></p> |
| 3 | <p>What was your grant for and how much was awarded from the Town Council?</p> <p>The Grant was to help fund the cost of the Band for the Remembrance Day Parade Nov 2023 – Cost = Transport and Refreshments</p> |
| 4 | <p>Objectives</p> <p>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)</p> <p>The grant will go towards the cost of the 2023 Parade which is yet to take place and we will not have to pay for the transport until after the event so there is no need for the grant to be paid until after Remembrance Day.</p> |
| 5 | <p>Would your activity or event have continued if you did not receive the Town Council's funding?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |



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|---|--|
| 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>Last year the numbers taking part and lining the route were in the thousands, there were approximately 50 under 12's, 250 young adults and over 100 adults taking part plus a mix of each group in the crowd.</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>The Parade has been a success each year and I expect it to be so 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 do not actively promote the event but we do contact the various groups inviting them to attend and the event is covered in the local press and I always send a letter to the press thanking all those who helped to make the parade a success including the Town Council.</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