



FOLKESTONE TOWN COUNCIL



TOWN GRANT FEEDBACK FORM

It is a condition of Town Council grants that the recipient completes a form confirming that the funding has been used for the purpose requested. Therefore, you are requested to complete this form and return it to the Town Clerk within one month of completing your project or event. If you have not yet spent the entire grant, we ask that you return this form as an interim report and then submit a final report no later than six months after receiving the grant.

Name of Organisation:

Contact Name:

Date Grant Awarded:

Amount of Grant Awarded:

Total Project Cost:

Purpose of the Grant:

Please describe how your grant was used:

What were/are the results so far of your use of the Town Council grant:

Please try to provide numbers, wherever relevant (number of visitors to events, number of volunteers to events, number of young people catered for or trees planted etc.

How many members/volunteers took part in your project/event?

How many people benefitted from your project/activity?

What other funding (if any) was used? *(Please name the fund and the amount given)*

Grant	
From	

Grant	
From	

Grant	
From	

Grant	
From	

Own Contribution	
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Volunteer Time	
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For grants of £1,000 or over, you should provide accounts for the use of the grant. If the grant was provided for a project, you should provide accounts for the whole project.

Please provide copies of any publicity material you used, any press cuttings and other publicity achieved.

Please (where appropriate) provide photographs of your event/project (ideally in electronic format to the email address below).

I confirm that the grant awarded has been used for the purpose specified in the original application.

Signed	
Date	

Please return to: Jennifer Childs
Town Clerk
Folkestone Town Council
The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY
Tel: 01303 257946
Email: jennifer.childs@folkestone-tc.gov.uk
<http://www.folkestonetc.kentparishes.gov.uk>