



Community Grants Outcomes and Achievements Report

This form will help us to monitor, evaluate and analyse the projects that have received funding from our Community Grants. As part of the Terms and Conditions of the Community Grants, you are required to send us a completed evaluation form at the end of your project, or if it isn't complete, an interim report one year from the date you received the funds.

If you have any queries on how to complete this form, please contact:

- Telephone: 01442 228000 (and ask for Communities and Leisure)
- Email grants@dacorum.gov.uk

Section A - Contact details

Lead contact name

Position in organisation

Full name of organisation

Contact telephone number

Email address

Section B - About your project

Name of project

Project evaluation

Please provide information on your project. Did it go to plan, was it delivered to time, cost and quality expectations? Is there anything you would do differently?

On a scale of 1-10, 1 being not at all well and 10 being very well, how well did you achieve your project purpose? (please circle or highlight the appropriate box)

1	2	3	4	5	6	7	8	9	10
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Section B - About your project

Who accessed /benefited from the project?

How many people accessed your project? Can you provide evidence of attendance? Summarise who benefitted. What evidence can you provide that your target audience engaged/benefited from this project? Can you include any quotes from participants?

How many people benefited from the project, one-off event and/or equipment? (please provide actual numbers)

Dacorum Residents		Non-Dacorum Residents		Total
Direct		Direct		
Indirect		Indirect		

Other supporting information

Please provide additional supporting information or reference any attachment or appendices

Summarise how the project, event contributed to any of the following categories. Please provide any evidence you have.

Equality, Diversity and Inclusion?	
Partnership working?	
Improving community capacity?	
Environmental or Regeneration?	
Improving volunteering opportunities?	
Health and wellbeing?	

Was your project successful? What was achieved?

1. Please tell us how the project has performed against the aims you set out.
2. Please also tell us any unplanned or additional successes.
3. If you have any photos of your project, please attach these electronically.

Was there anything that didn't work so well? Were there any lessons learnt that you would do differently that we can share with other organisation in the future?

How will your project continue to benefit the local community in future?

How did working in partnership help your project and its beneficiaries?

1. What were you able to achieve from working together?
2. Have you formed any new partnerships because of this project?

Section C - Financial Information – Budget Breakdown:

Items of Expenditure:	Budgeted Amount as per Award:	Actual Spend against your Award:
Total	£	£

If your actual spend was less than your award, please explain why?

Section D – Additional evidence requirements		Tick Accordingly ✓
Receipts are attached in full to cover the grant award		
Photographs are attached of the item(s) of project, equipment purchased and/or the one-off event. Permission has been obtained of those people photographed.		

Section E - Signature	
<p>Signature of main contact</p> <ul style="list-style-type: none"> I confirm that, to the best of my knowledge and belief, all the information provided is true and correct. I understand and agree that you may ask for additional information in the future regarding this project. 	
Position in organisation:	
On behalf of (state club/group name):	
Signed:	
Printed name:	
Date:	

Section F – DBC Sign Off Process	
FOR OFFICE USE ONLY	DBC SIGN OFF
REPORT SIGNED OFF BY:	DATE:
ACTION IF NOT SIGNED OFF:	