



Evaluation Report for Applicants Claiming a Grant

The information on this form is required by the Council for monitoring purposes.
You will not receive your grant unless all sections are completed.

Project/Grant Reference Number: _____

Name of Group/Individual: _____

Project Title: _____

Amount Awarded:£ _____

Today's Date: _____

Grant Type:

Guarantee Against Loss

Project Funding
Part / Full (delete as applicable)

NB. In the case of a Guarantee Against Loss

The amount to be claimed cannot exceed amount agreed prior to the event

1. Financial Report:

Please provide information on actual Income and Expenditure as well as the overall shortfall or surplus.

Total Income:

Total Expenditure:

Overall Shortfall/Surplus: (Delete as applicable)

2. How many people do you think have benefited from the grant? (Put numbers in the boxes)

People who have taken part:

Individual Artists:

Audience members or viewers:

Company Size:
(Number of Artists/Performers in Company)

3. Tell us the effect of this grant, where it is relevant. (Put numbers in the boxes).

The number of artists days employed:

(If referring to a company please multiply number of artist involved by the number of days).

The number of performances or exhibition viewing days:

The number of education or training sessions carried out:

(1 session = half day or evening).

3. Areas of improvement: In order that we can improve our service to the public please answer the following questions. (Please indicate the appropriate answer by placing a tick in the box).

3.1 Is the application process easy to understand? **Yes** **No** **Don't know**

3.2 Do you think the scheme to support local groups is worthwhile? **Yes** **No** **Don't know**

3.3 Is there anything we could do to improve the service? **Yes** **No** **Don't know**
If Yes, please state below:

3.4 Is there anything, in addition, we could do to assist your organisation?
Please state and we will follow up your enquiry within 5 working days.

4. Payment details: Please give details of who and where payment should be forwarded to:

Please return this form including any publicity you may have, e.g. press cuttings or photographs etc. to:

Peter Tyas,
Community Development Officer (ARTS),
Copeland Borough Council,
Leisure Services,
Whitehaven Commercial Park,
Moresby Parks,
Whitehaven, CA28 8YD

Tel: 01946 85 2637
E-mail: ptyas@Copelandbc.gov.uk