

For office use only

Ward Name:

Application Reference No:-



## Leicester City Council - Ward Community Grant Evaluation form

As a condition of your funding stipulated with the Guide for Ward Funding Section 1, please note that **you must complete and return this evaluation form** to Leicester City Council within 4 weeks from the end of your project/activity.

### Section 1 - Project Details

1a. Project name

1b. Name

1c. Organisation (if applicable)

1d. Position within organisation

1d. Telephone no.

Email

### Section 2 - Your expenditure

2a. Amount you received through ward funding

2b. Which wards did you receive funding from?

2c. Please state how much of the grant was spent

Please provide a detailed breakdown of expenditure (and income if applicable) below and enclose proof of expenditure (receipts, bank statement etc.) with your completed evaluation form.

Income / Expenditure (item description)	Cost	enclosed (Receipt / Inv / Bank	Notes
Total			

### Section 3 - About your project

**What were the actual numbers of:**

- |   |                      |
|---|----------------------|
| <b>3e.</b> Attendees from within the ward                             | <input type="text"/> |
| <b>3f.</b> People within the ward involved in organising the activity | <input type="text"/> |
| <b>3g.</b> Attendees from outside the ward                            | <input type="text"/> |
| <b>3h.</b> Paid public / private sector individuals                   | <input type="text"/> |
| <b>3i.</b> Volunteers   | <input type="text"/> |

How did your project benefit the wider local community. Do you consider your project / activity has proved a success and if so why?

Did you obtain any publicity for this project/activity and was the contribution from Leicester City Council acknowledged?      Yes ☐      No ☐

If yes please enclose a copy of the publicity with your completed evaluation form.

What other Agencies / Organisation were involved in this project?

Please email your completed evaluation form to: [community-meetings@leicester.gov.uk](mailto:community-meetings@leicester.gov.uk)  
or post to:  
Ward Engagement & Funding  
Leicester City Council  
Room 2.28,  
Town Hall, Town Hall Square  
Leicester, LE1 9BG