

**COMMUNITY GRANT FUNDING  
COMPLETION FORM 2019 - 2020**

**NAME OF ORGANISATION**

.....

**TITLE OF PROJECT**

.....

**GRANT AWARDED**

.....

**DATE GRANT WAS AWARDED**

.....

*Please return this form, duly completed including all supporting documentation,  
to:*

*Tracy Morriss, Deputy Town Clerk,  
Hereford City Council, Town Clerk's Office, Town Hall, HEREFORD, HR1 2PJ*

*Follow the City Council on Twitter @HfdCityCouncil or keep up with the latest news on facebook: HerefordCityCouncil*

## Information about the organisation

Title of Project		
Name of Organisation		
Contact Name		
Position in Organisation		
Address of organisation		
Correspondence address (If different from above)		
Telecommunication Details	Telephone	
	e-mail	
Digital communication Details	Website Address	
	Facebook Page	
	Twitter	
	Other	
How many members are there in the group?		
What geographical area does the organisation cover		
How long has the organisation been in existence? (please ✓)	Less than one year	<input type="radio"/>
	Between one and five years	<input type="radio"/>
	More than five years	<input type="radio"/>

**SUMMARY OF THE PROJECT/EVENT**

**BENEFITS OF THE PROJECT/EVENT TO THE RESIDENTS OF THE CITY**

**APPROXIMATELY HOW MANY RESIDENTS FROM WITHIN THE CITY OF  
HEREFORD BENEFITED FROM THE PROJECT**

**FUNDING AWARDED**

£

Please identify and provide evidence of how the funding by Hereford City Council was spent in accordance with the award.

<b>Capital Costs</b>	£
Acquisition of Land	
Acquisition of buildings	
Construction/adaptation costs	
Fees, eg surveyor, planning (please attach breakdown)	
Equipment and fittings (please attach breakdown)	
Other (Please specify)	
Total of capital costs	

<b>Revenue Costs</b>	£
Total of revenue costs	

## PROJECT FUNDING

Please detail of local fundraising activities, if applicable.

Event	Date	Amount

Please indicate what sources of funding the organisation were awarded for this project, if applicable.

Organisation	Amount

Please give details of any help-in-kind received from other organisations, if applicable.

Organisation	Help in kind

How many volunteers from the community, other than the members of the group were involved in the delivery of this project?

Volunteers	No.	What was their involvement

**SUPPORTING EVIDENCE OF FINANCIAL COST OF THE PROJECT/EVENT**

Please attach final accounts for this project/event including invoices/receipts, profit and loss

**HOW DID YOU MONITOR PROGRESS OF THIS EVENT/PROJECT AND WHAT WERE THE ACHIEVEMENTS AND OUTCOMES.**

**EVIDENCE OF COMPLETED PROJECT/EVENT**

Please enclose leaflets, newsletters, photographs and/or any other material applicable

**EVIDENCE OF PUBLIC RECOGNITION THAT THIS PROJECT WAS SUPPORTED/FUNDED BY THE CITY COUNCIL**

Please enclose leaflets, newsletters, photographs, newspaper article and/or any other material applicable

**PLEASE ATTACH/SEND A SELECTION OF PHOTOGRAPHS COVERING PROJECT COMMENCEMENT TO END.**

**DECLARATION**

*I confirm that the information supplied in this completion form and any accompanying papers is correct in all respects.*

*I confirm that the grant has been used only for the purposes set out in the application and any supporting papers.*

*I understand that any grant awarded by Hereford City Council not used in compliance with the terms set out in the letter of the grant award must be returned to the City Council and a cheque to that value should be included with this completion form.*

*I understand that any surplus from the amount awarded must be repaid to Hereford City Council and a cheque to that value should be included with this completion form.*

**SIGNATURE****FULL NAME****POSITION****DATE**

**The City Council would like to include your project on its website, Facebook page and Twitter for community information.**

**Please email some photographs of the project/event that you wish to be placed on the website, Facebook etc and a few words relating to the project/event to accompany the photos to:**

**[tracy@herefordcitycouncil.gov.uk](mailto:tracy@herefordcitycouncil.gov.uk)**