Fairfield Parish Council

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GRANT FEEDBACK REPORT FORM

For organisations in receipt of a Parish Council grant

It is a condition of Fairfield Parish Council that a report of how the grant was used is given to the Council within twelve months of receipt of the grant.

Therefore, you are requested to fill in this report form and return it to the Parish Clerk within twelve months of receiving the grant. If you have not yet spent the entire grant, we are asking you to return this form with an explanation when the money will be spent.

Name of organisation _____

Contact name _____

Date grant awarded _____

Amount awarded _____

Please describe how your grant was used:

What were/are the results so far of your use of the Parish Council grant?

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

How many people benefited from your project/activity? _____

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

_____

_____

_____

Please provide copies of the following:-

- **Invoices or receipts for work (compulsory)**
- **Any publicity you did (if any)**
- **Photographs of your event/project (if appropriate).**

I declare that to the best of my knowledge and belief the information I have given is correct.

Signed: _____ **Print Name:** _____

Date: _____ **Position held**: _____

Email: _____ **Telephone No**: _____