Leicester City Council
Ward Meeting Grant Evaluation Form

Please take the time to complete this form as fully as possible. We want to hear about the good things from your project so that we can spread positive news in the community. The quality of the feedback you give us here will also influence the outcome of any future grant applications you may make.

Please return this form to: Randeep Singh Mattu
St Matthews Centre
10 Malabar Road
Leicester
LE1 2PD
Email: Community-meetings@leicester.gov.uk

1. Project name and organisation

2. Person completing this form and position in organisation

3. Your expenditure
   Amount you received through the ward meeting(s)?

   Which ward(s) did you receive this funding from?

   Amount of grant spent?

Please attach a breakdown of expenditure (and income if applicable) to show what you have spent the money on. This should be set out using appropriate sub headings e.g. catering, equipment, publicity, room rental, transport etc. Please also submit all relevant receipts.
4. **About your project**  
*(Please try and answer the following questions)*  
- When did your event/project take place?  
- Who and how many took part and benefited from your project?  
- How did your event/project benefit the wider local community?  
- What aspects of your project are you particularly pleased with?  
- Did your project receive media coverage? If so please let us know.  
- What else about your project would you like to tell us about?

5. **Feedback**

In relation to your grant application please rate the following services:

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<thead>
<tr>
<th>Service</th>
<th>GOOD</th>
<th>OK</th>
<th>POOR</th>
<th>DON'T KNOW</th>
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</thead>
<tbody>
<tr>
<td>Guidance Note: “Guide to Ward Meeting Grants”</td>
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<td>Advice and assistance provided by officers</td>
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<td>Arrangements in relation to payment of grant</td>
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