

REPORT FORM

FOR ORGANISATIONS THAT HAVE RECEIVED GRANTS FROM TODMORDEN TOWN COUNCIL

It is a condition of Town Council grants that a report of how the grant was used is made to the Council within six months of receipt of the grant.

Therefore, you are requested to fill in this report form and return it to the Clerk of the Council within six months of receiving a Town Council cheque. If you have not yet spent all of the grant, we are asking you to return this form with an interim report and then submit a final report within 6 months of handing in this form.

Please describe how your grant was used:

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

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Please try to provide numbers, wherever relevant (number of visitors to events, number of volunteers to events, number of young people catered for or trees planted etc.)

How many members/activists took part in your project/event?.....

How many people benefited from your project/activity?.....

What other funding (if any) was used?

Grants from.....

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Grants from.....

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(Please name the fund and the amount given)

Members' contributions

Street collections or other fundraising from the general public (please specify how you did it)

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Volunteer time.....

For grants of £1,000 or over, you should provide accounts for the use of the grant. If the grant was provided for a project, you should provide accounts for the whole project. If the grant was used for your group's running costs you need to provide the annual accounts for your organisation.

We would be grateful if you could provide copies of any publicity material you used, press cuttings and other publicity achieved.

We are also happy to receive any other material or information about your project (e.g. photographs), which you may like to supply.

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NAME

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POSITION

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DATE

PLEASE RETURN TO: The Clerk, Todmorden Town Council, Todmorden Community College, Burnley Road, TODMORDEN. OL14 7BX. Tel: 01706 548135. Fax: 01706 548136 or e-mail clerk@todmordencouncil.org.uk