# What You Must Submit

**1. Completed Evaluation Form**

* Use Form A (projects) or Form B (running costs)
* Answer all questions
* Sign and date the form

**2. Financial Evidence**

* Receipts/invoices showing how you spent the grant

**3. Publicity Evidence**

* Photos showing Council logo on your materials
* Screenshots of social media posts or website mentions crediting the Council

**4. Project/Activity Evidence**

* Photos of your completed work or activities
* Examples of feedback from people who benefited

# How to Submit

**Deadline:** 4 weeks from when we send you the evaluation request

**Send by:**

* **Email:** [admin@ashingtontowncouncil.gov.uk](mailto:admin@ashingtontowncouncil.gov.uk)
* **Post:** Ashington Town Council

# What Happens If You Don't Submit

* We will send one reminder
* You won't be eligible for future grants
* We may ask for the grant money back

# Need Help?

Contact us before the deadline:

* Email: [admin@ashingtontowncouncil.gov.uk](mailto:admin@ashingtontowncouncil.gov.uk)
* Phone: (01670) 624521

**Important:** Complete evaluations help us show the positive impact of grants and support continued funding for community groups.