

ASHINGTON TOWN COUNCIL GRANT MONITORING - 10-MONTH EVALUATION SUBMISSION REQUIREMENTS

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
- **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
- Phone: (01670) 624521

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