

EVALUATION REPORT – 2020 Community Grants

It is a requirement of your signed funding Agreement with Wollondilly Shire Council that you complete and return this Evaluation Report. This must occur **within one month** of the event or project being held. The organisation cannot apply for any further funding through Council until the Report is received.

In addition to providing the following information you **MUST** provide to Council copies of any third party information on how your event or project went, which can include:

- Collated data from participant evaluations
- Participant feedback letters
- Promotional material
- Photographs
- Please refer to media clips (date and source) but do not attach copies due to copyright compliance.

Completion by computer is preferred. If completing by hand please print clearly.

Organisation Name	
Event or Project Name	
Postal Address	
Contact Person	
Contact Phone No.	
Email Address	
Position of person completing this evaluation	
Name	
Signature	
Date	

Amount of Funding Received	\$	Excluding any GST received with grant
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When did the Event take place? or	
Over what period did the Project occur?	

<p>Describe the Event or Project as it occurred. Tell us what happened, who attended or participated and numbers, any highlights or special moments</p>	
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<p>Did the event or project meet its goals and outcomes expected?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If so, how Or if not, why not</p>	

<p>How did your event or project benefit the community and reflect the outcomes of Council's Community Strategic Plan?</p>	
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<p>Where there any other community groups involved in planning and running the event or project?</p> <p>Please list their names</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>Has Council's Community grant been fully expended?</p> <p>If not, why not</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Please complete the following Statement to show how Council's grant was applied. It should reflect the original budget provided by your organisation when it applied for the grant.

DO NOT included any GST if your organisation is registered for GST, as you should have accounted for it separately within your accounting system.

2020 Community Grant Income and Expenditure Statement

Income

Earned Income – e.g. fees and ticket sales from event or project	\$
Support Income – donations or sponsorship received, own financial contribution	\$
Grant provided by Wollondilly Shire Council – excluding any GST	\$
Other Income – please state	\$
Income Total (A)	\$

Expenditure

Contractors – tutors, trainer, artists	\$
Materials	\$
Documentation and Promotion Costs	\$
Administration Cost – specific to the event or project	\$
Equipment Hire	\$
Equipment - specifically approved in the grant Please describe	\$
Other expenditure – please provide details	\$
	\$
Total Expenditure (B)	\$
Balance = (A) – (B)	\$

If you are showing any surplus how do you propose to use this?	
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Please retain a copy of this Evaluation Report and send a copy with required attachments to Council, within the required timeframe email council@wollondilly.nsw.gov.au or PO Box 21 Wollondilly NSW 2571

Thank you

Privacy Statement

The information supplied on this form is being collected by Wollondilly Shire Council for the purpose of evaluating the grant provided to your organisation. At any time you have the right to access, view or correct the information that you have provided. Information supplied on this Evaluation Report may be subject of a request to access information under the Government Information (Public Access) Act 2009.