



**EVALUATION FORM**

This form is designed to enable the Grants and Awards Committee and the Highland Council to evaluate how the grant awarded has benefited the recipient and also to help us make improvements to the service we provide.

This form **must** be completed and submitted at the same time as the claims for grant payments.

## CLUB/INDIVIDUAL NAME: ……………………………………………………………………………………………….

In your application, you anticipated the need for funding to carry out your project. Please complete the boxes below as fully as possible:

|  |
| --- |
| **Funding applied for and details of project as per grant application:** |
| **Actual funding claimed and outcome of project details i.e. what happened/was purchased:** |
| **Age ranges of beneficiaries who benefited from your project (please tick all those that apply)**  0-5  6-10  11-16  17-19  20-25  26-29  60 plus  ALL ages |
| **Number of male and female beneficiaries who benefited from the project**  Number of Male Number of Female: |
| Do you plan any further developments to this, or related projects? Yes  No  Details…………………………………………………………………………………………………………………..........................................……  How did you highlight the Highland Council /Grants & Awards Committee’s financial support for the project?  Press Release / Story  Signage  Leaflet  Logo  Other (please detail)  Please attach examples where appropriate. |
| CUSTOMER CARE: What do you think of the Highland Council/Grants and Awards Committee Fund?  ……………………………………………………………………………………………………………………...........................................…………  What do you think of the application and claim process? ………………………………………………….......................………  ………………………………………………………………………………………………………………………………...........................................  What do you think of the advice and guidance you have received? …………………………………………………................  ………………………………………………………………………………………………………………………………............................................  Please suggest any improvements which could be made or make any other comments on an additional sheet.  …………………………………………………………………………………………………………………………….............................................… |

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