



Okehampton Town Council

GRANT FEEDBACK FORM

Name of the group/organisation/charity

Amount awarded £..... Date of award

Completion date of the event/activity

Please explain how the grant has been spent and how the award has benefited:

- a) Your group/organisation/charity
- b) Residents within the Okehampton town boundary

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Supporting documents such as accounts and receipts should be included. Further evidence, for example photographs would be appreciated for publicity purposes.

Supporting documentation provided:

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Name of person completing the form:

Signature:

Date:

Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant.

Future applications will only be considered if feedback for previously awarded grants has been received.

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this grant. We will keep the information for the period of time as set out in the Council's Document Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179