

# Wigginton Parish Council

## Grant Final Report Form

Please read Wigginton Parish Council's Grant Awarding Policy Council before completing this form.

Name of the group/organisation:	
Name of nominated contact:	
Role of contact person:	
Address Contact:	
Contact email address:	
Contact telephone numbers	
Amount granted	£

Please describe your project

Describe how your project contributed to the aims and objectives of Wigginton Parish Council.

Was your project successful? Can you please tell us what was achieved?

Please demonstrate that you have recognised the grant received from Wigginton Parish Council in publicity material.

Please enclose any documents/evidence.

In what way did you involve the local community in Wigginton?

How did your project benefit the local community?

How many people benefitted directly from your project?

Please send some documentation available that shows what was achieved.

Details of costs incurred (please send copy invoices)	Amount forecast	Amount spent
Total costs		
Grant returned?		

How much has been received from what other organisations?	
How much was raised through fundraising/own contribution?	
<b>Documentation submitted:</b>	
Copy invoices (please don't send original invoices)	
Copies of newsletters, press articles, press releases etc	
If available, some evidence of what the grant was used for, such as one or two photographs	
<p><b>Declaration</b></p> <p>This is to confirm that the information given on this form is correct</p> <p>This is to confirm that I have read the privacy notice of Wigginton Parish Council</p> <p>I give permission to Wigginton Parish Council to retain the details above for grant administration and to discuss the grant application at a parish council meeting.</p> <p>I am aware that this information is disclosable under the Freedom of Information Act (unless exempt).</p>	<p>Please tick</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Date:	
Signature:	

**Please return the form and supporting documentation to:**

Wigginton Parish Council

FaoKarin de Vries

Clerk of Wigginton Parish Council

The Old School

Mill Lane

Wigginton

York YO322PU

Or by email to [clerk@wiggintonparishcouncil.org.uk](mailto:clerk@wiggintonparishcouncil.org.uk)

*Please contact the clerk if you need a paper copy or have any questions on 07724205786 or [clerk@wiggintonparishcouncil.org.uk](mailto:clerk@wiggintonparishcouncil.org.uk)*