



COMMUNITY GRANTS PROGRAM 2013/2014 - FINAL EVALUATION REPORT

GUIDELINES

As part of the conditions of funding, you are required to provide Council with a Final Evaluation Report at completion of your project/activity for the 2013/14 financial year

Completion of this final evaluation report is mandatory and forms part of your Conditions of Funding. Non compliance with these conditions will result in the funded group/organisation being requested to return the funds to Council and/or the funded group/organisation being ineligible for future funding

This report is due on **2nd May 2014**.

ORGANISATION DETAILS:

1. **Name of funded group/organisation:**
 2. **Contact persons email, phone and address**
 3. **Address of group/organisation**
 4. **File Number**
 5. **Project/program name:**
 6. **Timeframe: Within 2013/2014 Financial Year**
 7. **Total amount funded by Council.....**
- Target Group:.....Number of Participants:.....**

1. Agreed objectives/strategies of the funded project

Please outline the funded project objectives and strategies as set out in your original application.

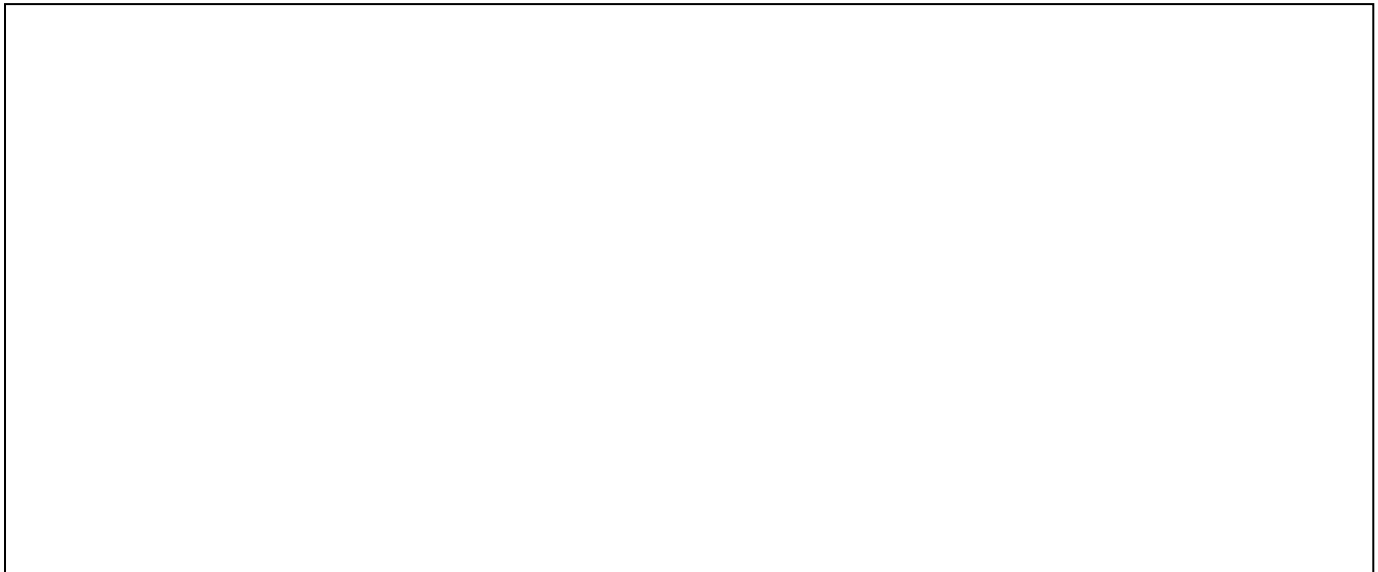
2. Details of project outcomes

(In completing this section, Council requires satisfactory evidence that the project/activity achieved the original objectives/strategies)

Please outline how your project was implemented in relation to the original objectives/ strategies. Information must include:

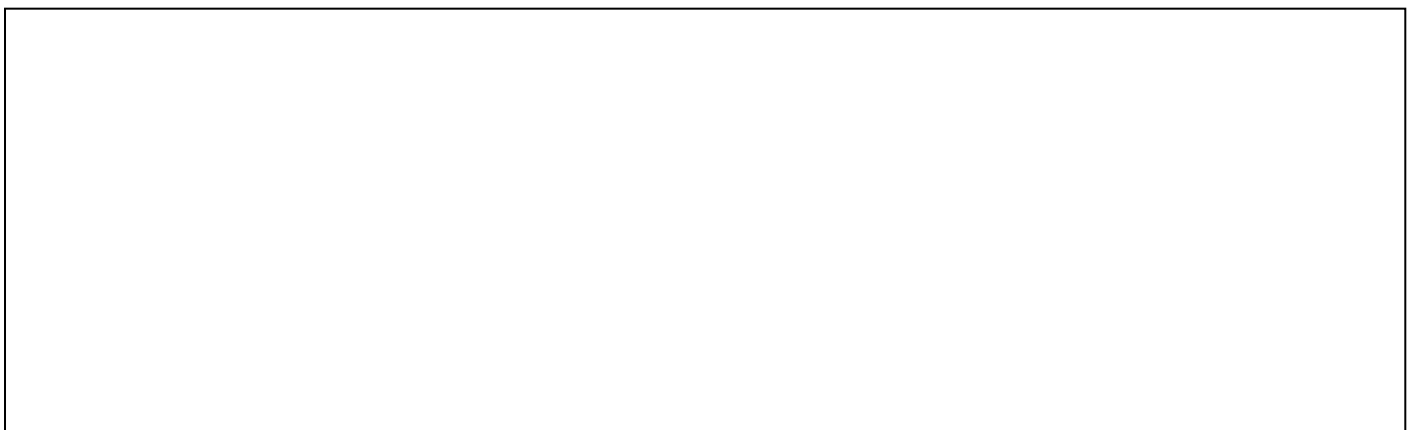
- who participated in the program
- what events / activities occurred
- how successful was the project in meeting the original objective.
- key dates and timelines relating to the project. If there was a delay in completion, please provide an explanation.

Where possible provide photos, copies of invitations / flyers or other materials associated with your program / project.



3. Responses to the program/project

Please comment on the responses of providers, participants and the public (if appropriate) in regard to the program/project *(provide evidence where available)*



4. Evidence of expenditure and financial accountability

What was the estimated cost of your project / program, as outlined in your original application?

What was the actual cost of your project/ program?

Is there a variance between the estimated and actual cost: Yes (*Please provide details*) No

Please detail how your **City of Darebin Community Grant Money** was expended in accordance with your application using the table below, adjusting the categories for expenditure as required.

INCOME		EXPENDITURE	
City of Darebin Community Grant	\$	Staff Costs	\$
Other income		Materials	\$
In-kind support (<i>Provide details</i>)		Venue Hire (only for non-Council owned venues)	\$
		Public Liability Insurance	\$
		Catering	\$
		Printing	\$
		Advertising and Promotion	\$
		Other (<i>Please provide details</i>)	
Total Income	\$	Total Expenditure	\$

5. Please provide evidence of expenditure relating to your funded project by attaching all receipts / invoices, other financial information etc relating to the items listed above

Please list by title or heading the evidence provided (E.G. Acme printing. Cost for printing invitations)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

6. How did you recognise the financial assistance received from Darebin Council during your project / event?

Please provide information on how you acknowledged the contribution of the Darebin City Council Community Grants Program. Where possible provide evidence by attaching flyers / promotion materials associated with the funded project.

7. Did your organisation invite the Darebin Chief Executive, Mayor and Councillors to any event/activity held as part of the funded project?

If yes please provide information on how this was done, if no please explain why.

8. Please provide the names, telephone numbers and contact details for all office bearers, in relation to your organisation.

9. Other comments/feedback

Please include any other information you would like Council to know in relation to your grant.

10. Checklist

Please ensure you have completed the following items:

- Addressed in detail all questions in the evaluation form
- Provided evidence regarding the recognition of financial assistance received from Darebin City Council.
- Provided appropriate evidence of invitations to Darebin Chief Executive, Mayor and Councillors to any event/activity held as part of the funded project.
- Provided evidence of expenditure relating to the funded program/project through receipts and invoices.
- Provided the name, address and contact information of all office bearers in your organisation.

11. Declaration

I state/declare:

I am authorised by the organisation to prepare this evaluation report on their behalf

The information in this report and attachments are to the best of my knowledge, true and correct.

I will notify the Darebin City Council of any changes to this information and any circumstances that may affect the funded program.

.....

Signed on behalf of Funded Agency

.....

Date

.....

Please Print Name

Thankyou for completing this evaluation report. Please return 3rd May 2013 to:

Attention Roberto Malara
Community Grants Officer
Darebin City Council
PO Box 91
Preston 3072
Or email roberto.malara@darebin.vic.gov.au