

# Evaluation Form

Please complete the form in **FULL** and return to: Geoff Bush, Hon. Treasurer  
14, Daniels Court, Island Wall, Whitstable CT5 1ET or email  
treasurer@canterburyartscouncil.org.uk

## Contact Details

Name of organisation and contact name:

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Name of project/event:

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Email:

Tel (home and mobile):

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Date:

Location:

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## Introduction

Please refer to your original application when you complete this activity report form. Your activity report tells us:

- what happened both during and as a result of your project
- your final income and expenditure figures
- what you learned by doing this activity

Anything you send should be clearly labelled and should fit into an A4-sized envelope.

Please do not send originals, as we will not return them to you.

Please complete all the sections

## Section A – Evaluation

### 1. Your Report

Please summarise how you think your project went. Refer back to your original application and discuss how your project went compared with your expectations, what worked, what did not, lessons you may have learned for the future. Please include photos of the event, and examples of your publicity displaying the CAC logo

**1) Strengths**

**2) Weaknesses / Areas for Improvement**

**3) Learnings**

**2. Audience and Participants**

How many people do you estimate benefited from the activity? ('Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or on the Internet.)

	<b>Number</b>
<b>Artists/Practitioners</b>	
<b>Audience / Attendees At Event</b>	

What are the age ranges of the people who benefited from your activity?

Please mark all relevant boxes

<b>Target audience</b>	<b>Number</b>
<b>Children under 16 years</b>	
<b>Young people 16 – 25 years</b>	
<b>Adults 25 - 64 years</b>	
<b>Adults 65 years</b>	

If your activity is directed at, or particularly relevant to, any of the following groups of people, what number participated/attended?

Please mark any relevant boxes.

Target Audience	Number
People with disabilities	
People at risk of social exclusion (e.g. not being able to fully take part in society because of, poverty, prejudice or isolation)	
Asian or Asian British (includes Bangladeshi, Indian, Pakistani or any other Asian background)	
Black or Black British (includes African, Caribbean)	
Chinese	
Any other ethnic group. (If Yes, please describe)	

### Marketing and PR

Please outline how you promoted your event and the results

eg. adverts – where placed, circulation etc.

newsletters – number printed

website – number of hits (if known)

posters/leaflets – numbers printed

**Did the event feature the CAC logo? Yes / No**

**Where (eg. banner /publicity material/ images)**

**Please supply evidence**

## Section B–Income and Expenditure

In this section we ask for a summary of the income and expenditure of your activity.

Please show the budget from your application form (in the column titled 'projected'), along with any agreed revised budget (in the column titled 'actual') after the grant was offered to you.

Item	Projected costs	Actual costs	Projected income	Actual income

**6. Thinking about the grant you have received from us, how did we manage your application?**

Please tick:

Very well	
Well	
Neither well nor badly	
Badly	
Very badly	

## Section D – Declaration

### Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

- We will only use personal information you supply to us for the reason that you provided it for.
- We will only hold your information for as long as necessary to fulfil that purpose.
- We will not pass your information to any other parties unless this is made clear to you at the time you supplied it.
- All CAC Officers who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality

#### Declaration:

I confirm that I have the authority of the organisation (if applicable) to complete this report.

I declare that the information given is, to the best of my knowledge, true and accurate.

Signature of Applicant.....

Name: (please print).....Date.....