



## GRANT QUESTIONNAIRE

*Please complete electronically and send to [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Cranbrook Town Council, Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR. Thank you.*

### **Why we are asking you to complete this**

A few months ago, your organisation or group received grant funding from Cranbrook Town Council.

As part of that process, and as explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within six months of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Community Organisations/Grants Policy page of our website [www.cranbrooktowncouncil.gov.uk](http://www.cranbrooktowncouncil.gov.uk).

#### **1. Please explain who benefitted from your project/event/initiative.**

Our volunteers and members of Girlguiding in Cranbrook have benefited from various aspects of the funding and the benefit associated with the outdoor items purchased in particular will continue for several years.

#### **2. Did you achieve the aims you set out in your application? If so, please explain how. (If not, please explain why this was not possible. (The Town Council will contact you should it require further information).**

Yes, the majority of the funding was used to purchase a new, high quality outdoor domed shelter for use at outdoor meetings and events along with some camping furniture that can easily be stored away when not in use. These items have already been used at three summer fetes this year and will also be used by our Guide group when they go away for their summer camp in August.

The remaining funds have been used to purchase our customised neckerchiefs which will be handed out to new members when they join in September.

**3. How did your project benefit the town and residents of Cranbrook in real terms? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)**

The outdoor equipment benefited our volunteers by providing shelter during the community events that they have attended. The high quality, compact nature of the shelter and equipment also made it much easier to transport and assemble the items.

The funds covering the neckerchiefs and first aid kits have benefited the wider local Girlguiding community as it has enabled us to keep our membership costs at the same rate for the coming year.

**4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**

The items purchased are all durable and are expected to continue to provide benefit for several years. Through our attendance at the community events we have also been able to grow our volunteer base, allowing us to expand the size of our packs to take on more local children.

**5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)? Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.**

Credit for the funding was shared through word of mouth at local fetes etc. when talking to members of the community about how our organisation is funded. We also informed parents of children receiving the neckerchiefs that there is no cost due to support from Cranbrook Town Council.

**6. Please use this space to provide feedback about your experience of applying for a grant from Cranbrook Town Council (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).**

The process of applying for the Cranbrook Town Council grants is very straightforward and easy to access and we would once again like to thank the council for their continued support.

*Thank you for completing your questionnaire.*