



HAWICK COMMON GOOD FUND SUB-COMMITTEE
EVALUATION OF FINANCIAL ASSISTANCE

Group/ Organisation:

Name of Project:

Please return this form when your project/period of support is complete.

Provide a summary of how funding was used (max. 100 words)

Write here ...

Summarise what was measured to evaluate the outcomes of project (max. 100 words)

Write here ...

Tell us whether the project was successful and how this was assessed (max. 250 words)

Write here ...



Provide a summary of how the activity/project made a difference to your organisation and what benefit was made to the residents of the former Burgh (max. 200 words)

Write here ...

What steps were made to ensure sustainability of the project (max. 100 words)

Write here ...

Expenditure: Please give details of all the items and activities that were funded by the grant

| Item of Expenditure | Cost (£) |
|--------------------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total Expenditure | |

Please provide details of any other funding that was secured for the delivery of your project

| Source | Amount | Purpose |
|--------|--------|---------|
| | | |
| | | |



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Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited to inspect our records.

Name: _____

Position in organisation: _____

Contact telephone number: _____

Signature: _____

Date: _____

If you require any advice or assistance in completion this form, please contact:
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