



**Ballymoney Borough Council
Central & Leisure Services Directorate**

**COMMUNITY FESTIVALS FUND 2011-2012
Monitoring & Evaluation Form**

This form is required for the purposes of ensuring that funding is distributed equally across the borough. It MUST be returned within 3 months of your project-taking place.

As per your Letter of Offer, the remaining 50% of your grant will be paid after the submission of original receipts/invoices along with Council's monitoring and evaluation form and press cuttings.

All expenditure must be validated with the inclusion of original receipts/invoices.

Failure to comply with this request WILL result in your group NOT receiving their remaining 50% of grant aid with future funding applications jeopardised.

1) Contact Details

Your name

Title (Mr, Mrs)		First Name		Surname	
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Your position within the organisation

Position	
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2) Your organisation's details

Name			
Address			
Postcode		Phone Number (daytime)	
Any other phone numbers		Fax number	
Email address			

3) Title and main theme of festival

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4) Please outline below how your project met the essential criteria as outlined in your original Letter of Offer.

Please provide practical examples:	
Strong community participation in the organisation and implementation of the project	

<p>Opportunities for people to improve skills or receive training relevant to the project</p>	
<p>Improving inclusion and actively promoting good community relations (building positive relationships between people of different religious beliefs, political opinion or racial group, promoting the concept of living as equals in a shared society)</p>	
<p>Taking effective measures to make the festival inclusive.</p>	
<p>Contributing to community regeneration</p>	
<p>Attracting visitors to the area</p>	

5) Please explain what methods you have used to monitor and evaluate the success of your festival

4) Monitoring

Please help us by answering the following questions. This information is for monitoring purposes only and will be used in the strictest of confidence. This information will help us to improve Council services.

Please estimate the number of people from each of the following categories that your project involved.

Catholic	
Protestant	
Other	

Mostly Nationalist	
Mostly Unionist	
Other	

Chinese	
Indian	
Black African	
Irish Traveller	
White	
Any other Ethnic Group	

Under 16	
Young adults (16 to 24)	
Adults (25 to 49)	
Older people (50 and over)	

Single	
Married	
Divorced or separated	
Widowed	
Female	
Male	

Bisexual	
Gay or lesbian	
Heterosexual	
Other	

People with disabilities	
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People with dependants (caring responsibilities)	
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5) Where did the project take place? (tick box)

Ballymoney Town	
Village in Ballymoney	
Other (please specify)	

6) Is your group? (tick box)

Single identity	
Cross Community	

7) Why did your group become involved in this project?

8) How useful was the Grant?

Would you have started the project if there had been no grant?

9) Has the project had any effect on the wider community? If so what effect and how has it been shown?

10) Do you plan to organise a similar festival next year? If so, please give details?

Declaration

Name (please print)

Title (Mr, Mrs)		First Name		Surname	
Signature				Date	
Your position within the organisation					

*** Please attach proof of ALL related expenditure and press cuttings to this Monitoring & Evaluation form***

Thank you for taking the time to complete this monitoring and evaluation form.

Please return to:

Good Relations Officer
Ballymoney Town Hall
1 Townhead Street
Ballymoney
Co Antrim
BT53 6BE