



**notes**

**Please tell us who helped you and how they helped.**

Please include **advice** and **support** from other organisations. (Including if your group is linked to, or part of a bigger partnership or involved with a local strategy/plan)

Please also tell us about **money** that you received from other funders or **help in kind** (i.e. staff time, equipment, facilities, crèche, etc)

**Please use a separate sheet if necessary.**

**Who helped you?**

sample

**notes**

**Please give us details of how you spent the money.** Receipts would be helpful, but are not essential.

**Please use a separate sheet if necessary.**

**What did it cost?**

**notes**

**What was successful/ unsuccessful?** What have you learnt during the process? **Were there any indirect/ unexpected benefits** as a result of receiving the grant?

**Please tell us how you are progressing if the work is not yet completed.**

**Please use a separate sheet if necessary.**

**So, how did it go?**

sample

**notes**

**What feedback have you had?** Or what evaluation do you plan to do if the work is not completed? Have you spoken with customers/participants, held a focus group, given out questionnaires?

**Please send us copies of evaluations, reports, comment sheets, etc, if you have them.**

**Please use a separate sheet if necessary.**

**And how do you know this?**

**notes**

Please give a brief description of any work that will continue as a direct or indirect result of the work funded by us.

Please use a separate sheet if necessary.

**What now?**

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**notes**

Please comment on any issues regarding the work funded by us which you feel has not been covered so far.

Please use separate a sheet if necessary.

**Any other comments?**

sample

Please send us any additional materials (surveys, press cuttings, photos, reports, etc) that you think would help us with this evaluation. Please list them below:

Your signature:

Date:

**Thank you for your help**

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All forms and enclosed documents should be returned to the Scottish Community Diet Project at the address below.

**Scottish Community Diet Project, c/o Scottish Consumer Council, Royal Exchange House, 100 Queen Street, Glasgow, G1 3DN**