



ARTS GATEWAY MK

GRANTS EVALUATION FORM

Ref No: _____/_____/_____

THIS EVALUATION FORM MUST BE COMPLETED TO PROVIDE US WITH A REPORT OF YOUR PROJECT/EVENT ALSO ENABLING US TO PASS ON THIS INFORMATION TO MK COUNCIL AND MK COMMUNITY FOUNDATION FOR THEIR MONITORING RECORDS.

You or your organisation WILL NOT be considered for further grants unless the evaluation form is submitted to Arts Gateway MK within **THREE months of receipt of your award, or within THREE months of the event**. Please adhere to the deadline given in your award letter. An **interim report** will be necessary if the project/event takes place later than three months. Late receipt of your report will be noted against future applications.

Please complete ALL relevant questions electronically, save and email to: info@artsgatewaymk.org.uk or if hand-written please ensure you write in black and in CAPITALS and send to the address above.

SECTION 1

Name of individual or group

When did project take place?

Location, where did the project take place?

Finance

Amount requested £

Amount awarded £

Please provide a detailed final budget sheet (see back page).

If the amount was for specific items, **receipts** must be attached please.

Did you raise additional money for this project?

(yes/no)

If 'yes', from which source did you raise it?

If 'no', and you plan to repeat the project where else could you seek funding?

SECTION 2

We are trying to find out more about who benefits from our grants. It would be helpful to us if you could provide the following figures.

Some figures will be accrual, based on attendance records, for instance at workshops. Other figures, for example attendance at a festival, will be estimates. Try to be as accurate as you can.

Users	Total Number Of:		
	Children 0-16	Young People 16-25	Adults 25+
Participants – number of people who have taken part in an activity (taking part) e.g. workshops/practice space			
Visitors – number of people who have visited your site and engaged in your arts offer (engaging) e.g. exhibition/site/public art			
Audiences – number of people who have watched an arts activity (watching/experiencing) e.g. performance/event			
TOTAL NUMBER OF USERS			
Artists – number of sessions artists have been commissioned for e.g. workshop, exhibition			
Schools – number of schools groups engaged			
Other Major Users – please specify; _____			

You can however provide approximate figures if this proves to be difficult. They do not need to be exact unless they are available. We need to try and measure who benefits from our awards, so any figures you can provide will help us.

Please explain how you arrived at these figures, e.g. questionnaire, estimate, discussion, your own opinion:

Data Protection Act

If you are collecting names and addresses, you need to be aware of this Act. A book entitled 'Data Protection: A Guide to the Data Protection Acts and Their Implications for Managers in the Arts and Entertainment Industry' (R.Tomlinson 1999) is available in Milton Keynes Reference Library. Information about people's age, ethnicity and any disability must be confidential and should be collected anonymously.

SECTION 3

Report

1. Looking back at your previous application, describe which aims and objectives you achieved.

2. Describe the outcome of this piece of work.

3. What were the highlights of this project?

4. What key lessons did you or your group learn? Mention any disappointments.

5. Please tell us about your future plans.

6. Please provide examples of promotional material including posters, programmes, press coverage and photographs.

About Arts Gateway MK

Was this your first application to AGMK? (yes/no)

How did you hear of AGMK grants?

Are you satisfied with the way your application was processed? (yes/no)

If 'no', how do you think it could be improved?

SECTION 4 - FINAL ACCOUNTS

The following headings are guidelines for you. Please itemise your income and expenditure under 'other' if they are not appropriate and use a separate sheet if necessary to provide explanations, where you require more space.

INCOME		PROJECTED	ACTUAL
Other grants	£		
Sponsorship/Donations	£		
Ticket sales (please give breakdown of full and concessionary prices)	£		
Programme Sales/Programme Advertising	£		
Other	£		
Total Income	£		

EXPENDITURE			
Professional Fees	£		
Course Fees	£		
Administration (include phone/post/stationery)	£		
Hire Of Venues	£		
Publicity	£		
Materials	£		
Other	£		
	£		
Total Expenditure	£		

Grant received from AGMK	£		(max £1,500 group/£500 individual)
Guarantee Against Loss	£		(max £500)
Grant Requested	£		

Signed:

Dated:

Thank you for taking the time to complete this form. Please save a copy and email to: info@artsgatewaymk.org.uk. You can post hard copy information to the address on page 1.