

## Evaluation Report for Allerdale Arts Fund Applicants

Ref. Number

Please complete this form and return it to the Heritage and Arts Unit.

**Project name:**

### 1. Your details

**Name of group/organisation** *(if applicable):*

**Contact name:**

**Start/end dates:**

**Grant Awarded:** £

### 2. Evaluation of your project

**What was the key aim of your project?** *(Please sum up the aim in one sentence)*

**Has the venue/location of your project changed since your grant application?**

yes  no

If so, where did it take place? .....

**Were there any good or bad unexpected outcomes?** yes  no

Please provide details below.

.....  
.....

How many days has your event run over? ..... days

How many different performances/screenings were there altogether over the course of the project? .....

How many workshop sessions did you run? .....

Length of workshop session: .....hrs

### 3. Evaluation of audience, participants\* and artists

What was the total audience number? .....

What was the total number of participants\*? .....

If you know the age breakdown of participants and audience, please fill this in below.

Age (years)	Under 4	4-19	20-24	25-65	65+	TOTAL
Audience numbers						
Participant* numbers						

(Total numbers expected)	
<b>Grand Total</b>	

\* Participants = people involved in the project

**Where did your project take place?**

Aspatria  Cockermouth  Keswick  Maryport   
 Silloth  Solway Plain  Wigton  Workington   
 Rural area(s)  (please specify) .....

**Where were your audience, participants and artists from?**  
 If you have any such information please enclose details separately, explaining how it was monitored.

information enclosed  information not known

**Period of employment for artists including preparation (in days):** .....days

**How many training days\* were delivered as part of the project?** .....

*\* one training day = one person trained for one day, equivalent to 8 hours training*

**How many people were trained as part of the project?** .....



## 5. Finances

Please enclose information on budget against actual income and expenditure. Please note any comments in the space below. Please complete the total income and expenditure spaces below 'comments'.

Comments:

	Budgeted	Actual		Budgeted	Actual
<b>Total Income</b>	£	£	<b>Total Expenditure</b>	£	£
<b>Overall Shortfall/Surplus</b>				£	

**Grant Type:** Guarantee against loss  Matched Funding

**In the case of a Guarantee against loss**

The amount to be claimed (cannot exceed amount agreed prior to event):

£

**Would you spend the budget differently if you did the project again?**

yes  no

If yes, how?

.....

.....

.....

## 6. Feedback

**How successful was your project overall?** *(please tick)*

very successful  fairly successful  fairly unsuccessful  very unsuccessful

**What methods did you use to collect information to monitor the success of the project?**

.....

.....

.....

**Are there any areas you could improve upon for future projects? (eg marketing, organisation, different venue etc)**

.....  
.....  
.....

**Were you satisfied with the Allerdale Arts Fund application process? (please tick)**

very satisfied  fairly satisfied  fairly dissatisfied  very dissatisfied   
no opinion

**Please add your comments here**

.....  
.....

**If you are a previously successful grant applicant, how satisfied are you with the quality of the Arts Development Service? (please tick)**

**PLEASE NOTE:** Answers are kept strictly confidential and will not affect future applications.

very satisfied  fairly satisfied  fairly dissatisfied  very dissatisfied   
no opinion

**Please add your comments here**

.....  
.....

**What do you think the Arts Development Service should offer?**

**PLEASE NOTE:** Answers are kept strictly confidential and will not affect future applications.

Please rate the following options from 1 to 5, with 1 being the most important, and 5 being the least important.

Grants / funding ..... Advice and support ..... Information about arts events .....  
Festivals/events ..... Strategic development aimed at creating opportunities for artists .....

**Please complete and return this form, together with any supporting material, to:**

Arts Development Officer, Heritage & Arts Unit, Allerdale Borough Council, Allerdale House, Workington, Cumbria CA14 3YJ

**Tel:** 01900 702510

**Fax:** 01900 702716

**Email:** [heritage.arts@allerdale.gov.uk](mailto:heritage.arts@allerdale.gov.uk)

We recommend that you retain a copy of this form for your own records.