



**WATFORD  
BOROUGH  
COUNCIL**

## Neighbourhood Locality Fund Project Evaluation Form

<b>Name of ward</b>	
<b>Name of lead councillor</b>	
<b>Project description</b> (as per the application form)	
<b>Project cost</b>	

The following section should be completed by the recipient:

<b>What was the purpose of the project or event?</b>	
<b>When did the project or event take place?</b>	
<b>How many Watford residents benefited from the project or event?</b>	
<b>Can you confirm that the whole of the grant was spent on the purpose for which it was given:</b> (please be aware that if the answer is No, any unspent funds may have to be returned)	<i>Tick one</i>
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
<b>If you have answered no to this question, please provide further information: i.e how much was spent:</b>	
<b>Overall, how well do you feel you achieved your project or event purpose?</b>	
	<i>Tick one</i>
Very well <input type="checkbox"/>	
Satisfactorily <input type="checkbox"/>	
Not very well <input type="checkbox"/>	
Not at all <input type="checkbox"/>	
<b>Please add any other relevant information or comments:</b>	

The following section should be completed by the lead ward councillor:

<b>Overall, how would you evaluate this project or event?</b>	
	<i>Tick one</i>
Very successful	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>
Not very successful	<input type="checkbox"/>
Not at all successful	<input type="checkbox"/>
<b>If you scored the project or event not very successful or not at all successful, please provide further information to support your evaluation:</b>	
<b>Did the project or event represent value for money?</b>	<i>Tick one</i>
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
<b>Would you fund an event or project from this applicant in the future?</b>	<i>Tick one</i>
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
<b>If not, please provide your reasons for this decision:</b>	

The information collected in this form will be used by ward councillors to inform future funding applications. It will also be included in the Neighbourhood Locality Fund Annual Report, which is presented to Council each year.

If you have any queries regarding the form, please contact your local ward councillors or the democratic services team on [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

Thank you for your assistance.