

## Post Project Evaluation Form

As you know, City of New Westminster has provided support for the project mentioned below. It is important to us to follow-up on the projects we support to better understand both their impact in our communities as well as how our own involvement makes a difference.

To be completed and submitted after the project has been completed along with receipts for reimbursement.

Organization Information			
Reference #:	Project Name:		
Name of Applicant:			
Submitted by:			
Address of Applicant:	City:		
Postal Code:			
City of New Westminster support: \$			
Please list (or attach below) the results from the evaluation methods you described on your application form:			
Learning: What positive benefits did your project have on our community? If applicable, how did this year's project compare to previous year's project?			
Learning: How will you apply your learning to your organization's future project?			

Documentation: Please attach a sample of your promotional material acknowledging the City's contribution.

\*\*\* Please number your receipt to correspond with your listing below. Receipts/Invoices with proof of payment for eligible expenses must indicate item was paid (e.g. cancelled cheque, cashiers tape, etc.)

Receipt #	Company	Item(s)	Amount
E.g. #1	ABC Rentals	Stage, chair and tent rentals	\$2,000.00
		Total	

All grant claims must be submitted on or before Dec 31st of the year the grant was awarded.