



NEW WESTMINSTER

Post Event Evaluation Form

As you know, City of New Westminster has provided support for the event mentioned below. It is important to us to follow-up on the events 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 event has taken place along with receipts for reimbursement.

Organization Information	
Reference #:	Event Name:
Name of Applicant:	Location of Event:
Submitted by:	Date of Event:
Address of Applicant:	City:
Postal Code:	
City of New Westminster support: \$	

Did this Event take place: Yes No

How successful was your event? Please describe the outcomes of your event.

Was this Event intended to raise money for the organization? Yes No

How much money did your Event raise (i.e. revenue minus expenses) \$ _____

Will this money be matched by government funding or other funders? Yes No

How much money are you expecting from matched funding? \$ _____

How many people attended the Event? _____

Were any City of New Westminster employees involved in the planning or implementation of this Event? Yes No

How many? What role(s) did they perform? If possible, please provide the names of the City of New Westminster volunteers.

How did City of New Westminster do in terms of the support we provided and/or our participation in this initiative? Your feedback - both in terms of what we did well, as well as where we need to do better - will help us to improve our future community involvement.

Documentation: Please attach a sample of your promotional material acknowledging the City’s contribution as well as any digital pictures, media coverage, scanned newspaper clippings or other materials that you can attach and share with us.

***** 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.