



# NEW WESTMINSTER

## Post Event Evaluation Form

To better understand how your event has impacted our community and how the City’s grant funding has made a difference in the delivery of your event we require you to complete and submit this evaluation form along with the “Snapshot of Success” document. Both forms must be submitted on or before December 1<sup>st</sup> of the year the grant was awarded. If the project is completed before August 19<sup>th</sup> please submit before September 16<sup>th</sup> to ensure your event is highlighted before Council.

Organization Information	
Name of Applicant:	Event Name:
Submitted by:	Location of Event:
Address of Applicant:	Date of Event:
City and 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.

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

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

Please explain how your event supported Councils' Strategic Priorities.

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Please explain the impact your event had on the people of this community.

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Please list (or attach below) the results from the evaluation methods you described on your grant application form:

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Documentation:

- Please attach a sample of your promotional material acknowledging the City's contribution.
- Please attach the Snapshot of Success.

**\*\*\* 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 December 1 of the year the grant was awarded.

Thank you for contributing to the vibrancy and livability of our City.