



NEW WESTMINSTER

Post Project Evaluation Form

To better understand how your project has impacted our community and how the City’s grant funding has made a difference in the delivery of your project 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 1st of the year the grant was awarded. If the project is completed before August 19th please submit before September 16th to ensure your project is highlighted before Council.



Organization Information	
Name of Applicant:	Project Name:
Submitted by:	
Address of Applicant:	
City and 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 projects?

Please explain how your project supported Councils’ Strategic Priorities.

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.