



GRANT QUESTIONNAIRE

Please complete electronically and send to clerk@cranbrooktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Cranbrook Town Council, Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR. Thank you.

Why we are asking you to complete this

A few months ago, your organisation or group received grant funding from Cranbrook Town Council.

As part of that process, and as explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire **within six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Community Organisations/Grants Policy page of our website www.cranbrooktowncouncil.gov.uk

1. Please explain who benefitted from your project/event/initiative.

The local residents to Cranbrook – Anyone is able to access the little library 24/7

2. Did you achieve the aims you set out in your application? If so, please explain how. (If not, please explain why this was not possible. (The Town Council will contact you should it require further information).

Yes. We aimed to create a space where any resident of Cranbrook can access reading material. The shed provided by Cranbrook Town Council has allowed this to happen.

- 3. How did your project benefit the town and residents of Cranbrook in real terms?**
(Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

The little library holds a range of reading material from Fiction Crime to Non Fiction recipe books and everything in between. People of all ages visit the library on a daily basis to borrow or swap a book. I have received feedback from residents to say how much they appreciate the library.

We have recently done a book drive for a range of children's books to supply CEC who have a new intake of children in need.

It has been a space to promote other events in Cranbrook such as the Cranbrook strollers walks

- 4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**

The library will be in situ for the foreseeable future and if the house is sold the library will be returned to the council to use as they wish.

- 5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

The council was credited in the 'opening' marketing for the Little Library and it is also credited on the signage attached to the library.

- 6. Please use this space to provide feedback about your experience of applying for a grant from Cranbrook Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

The experience was easy, the councillors and employees at the council were helpful and encouraging of the project.

As Cranbrook grows it would be good to scale up the library offering and have another shed towards the later phases of Cranbrook.

Thank you for completing your questionnaire

**Cranbrook Town Council
Finance & Personnel Committee**