



ISLINGTON

COMMUNITY FESTIVALS FUND SMALL GRANTS PROGRAMME - ANNUAL EVALUATION FORM

Islington Council asks all organisations funded through the Community Festival Fund to provide quantitative and qualitative data for their event. Please complete and return the attached pro-forma report to culture@islington.gov.uk by **31 March each year**. Thank you.

Festival Name:	
Organisation:	
Date of the festival:	
Times of the festival: (start and finish)	
Location/Venue (s):	
Primary Contact:	
Position within organisation:	
Address:	
Telephone:	
Email:	

How many people do you estimate participated in the event? (please provide numbers, not percentages)

- Paid staff:
- Volunteers:
- Artists:
- Participants*:
- Audience (live):
- Audience (online):
- Total:

*Please collect Equalities Data (Section C) from all participants where relevant.

Details of the results of your activity

- Number of event performance or exhibition days:
- Number of sessions for education/training or participation:

A) EVALUATION

1. Please provide an overview of your festival, what activities you delivered, and how you feel it went.	

2. Who were the key partners involved in your project? (e.g. arts companies, artists, youth projects, schools and other any groups or organisations)
3. What methods did you use to reach and engage participants? What method(s) did you feel worked especially well? Please send us examples of your publicity – for example publicity leaflets, photographs, press cuttings, video or other material you think will be useful for the council's records.
4. How did you ensure that the priority groups detailed in your application were reached?
5. How did participants benefit from the event?
6. What were the main achievements and successes of your event?
7. What were the main challenges or difficulties that you faced?

8. Please tell us which council departments you invited to participate at the event.
9. We would be interested to hear feedback from participants, artists and audiences if you have it. Please include this with your report.

B. STATEMENT OF INCOME AND EXPENDITURE

Please provide a final breakdown of your income and expenditure (attach your project budget spreadsheet if this is easier)

Key things to remember:

- Your budget has to balance (your income needs to be the same as your expenditure).
- Please break down your figures clearly so we can see how you have worked out costs.
- Your expenditure should be for the total cost of the activity.
- Please feel free to add extra lines to the budget breakdown below (if required).

Please state the total amount allocated from the Community Festivals Fund annually: £

EXPENDITURE

Expenditure Heading	Description	Amount £
Total Project Expenditure		

INCOME

Income Heading	Description	Amount £
Award from Festivals Fund Annually		
Total Project Income		

IN-KIND SUPPORT

Please describe any in-kind support you had to deliver the event

In-Kind Heading	Description	Amount £
Total In-Kind Support		

C. PARTICIPANT/AUDIENCE EQUALITIES MONITORING INFORMATION FORM

Please provide a breakdown of the demographic of the participants/audience of your event.

Gender:

Female:

Male:

Trans:

Age:

Under 16:

16 -24:

25 -44:

45-64:

65+:

Disability: Estimate the number of disabled people or people who has a long-term illness (e.g. cancer, diabetes, mental health condition) who participated in the event:

Ethnicity: Please provide a breakdown of the ethnicity of participants attending your event. Please enter numbers below.

- **White** (*British; Irish; Turkish/Turkish Cypriot; Greek/Greek Cypriot; Kurdish; Gypsy/Traveller; Any other white background*):
- **Black or Black British** (*Caribbean; Somali; Eritrean; Nigerian; Ghanaian; Other African; Any other black background*):
- **Mixed** (*White and black Caribbean; White and black African; White and Asian; Any other mixed background*):
- **Asian or Asian British** (*Indian; Pakistani, Bangladeshi; Chinese; Any other Asian background*):
- **Other Ethnic Groups** (*Arab; Latin American; Any other background*):

D. DECLARATION

I request the next instalment payment of our festival grant. I confirm that to the best of my knowledge and belief the information provided and assessments made on this form are true and accurate and that we have complied with the conditions attached to the grant.

Name:	
Position:	
Signature:	Date:

Please return to:

**Angeles Gordo
Cultural Enrichment Team
Employment, Skills and Culture
2nd Floor, 222 Upper Street
London N1 1XR**

**Email: culture@islington.gov.uk
Phone: 020 7527 5243**

