



PROJECT REVIEW REPORT

Contact Details

1.	Name of your organisation	
2.	Primary contact name	
3.	Primary contact telephone number	
4.	Primary contact address	
5.	Primary contact email address	
6.	Position within the organisation	

Project Details

7.	Project title	
8.	Project location	
9.	Actual start and finish date	
10.	What was the total cost of the project?	
11.	Please breakdown exactly how the grant received from Witham Town Council was spent	

12.	If there are any discrepancies between how the grant was spent and what was on the application form please explain why	
13.	Do you believe that the project was a success? If so how was this success measured?	
14.	How many people benefited from this project both directly and indirectly?	

15.	What lessons do you feel were learnt during this process?	
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Name.....

Position within the organisation.....

Telephone number.....

Email address.....

Signature.....