



HAVA Big Local

Hawksworth Wood, Abbeydales and Vespers Area

Dear

You were successful in receiving a grant from the HAVA Grant Scheme. We hope that the money you received enabled you to complete your project.

Attached is a short Evaluation Form for you to complete. This helps us in two ways:

1. It ensures our office learn about the grants process from an applicant's perspective.
2. It enables us to create a short case study about the grant, how the funds were spent and the benefit to the HAVA community. This information will be used on the website and other HAVA materials to encourage more applications for grants as well as feedback to our funders about the positive contributions the funding has made.

As part of the requirements of the Grant as set out in the Grant Guidelines please complete the following short form with as much information as possible. It would be excellent to see testimonials, photos and or video footage of your project.

Please ensure the disclaimer form for any photographs or videos has been signed and attached, giving permission for HAVA to use these in printed or electronic publicity materials.

All materials can be brought to us in person at the HAVA Office, on the Hawksworth Estate (the address is at the footer of this letter), posted or alternatively it can be emailed (see footer of this email for details).

We would like to take this opportunity to thank you for working with the HAVA Grants Scheme and we wish you all the best for the future.

Best Wishes
Grants Action Group
HAVA