



# Project Feedback & Grant Claim 2008



<b>Office Use</b>			
Completed Feed/Grant Form		Equal Opps.Form	
Receipts Enclosed		Press Release Sent	
Articles		Photographs	
Survey		Awards	
Cheque Number		Cheque Issue Date	
ENTERED BY:			
<b>Comments:</b>			

## CSV ACTION EARTH 2008 supported by Morrisons Supermarkets

Thank you for taking part in CSV Action Earth 2008. We need your feedback to help us evaluate the success of the campaign. Please take a few minutes to complete this form and return it to us with your grant claim form (below). **PLEASE COMPLETE ALL SECTIONS.**

### YOU & YOUR ORGANISATION (all correspondence will be sent to this address)

Name:			
Organisation Name:			
Organisation Address:			
Town:		Postcode:	
County:			
Telephone (include STD code):			

**PROJECT NAME:** .....

### PLEASE PROVIDE DETAILS OF THE RESULTS OF YOUR PROJECT:

*(What was achieved on the day - please continue on separate sheet if necessary)*

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**VOLUNTEERS**

➤ How many volunteers took part on the project date? (State number)

➤ Did you recruit NEW volunteers through CSV Action Earth? (Tick) Yes  No

➤ If yes, how many volunteers were NEW? (Please state number)

➤ How many of your NEW volunteers are likely to volunteer again? (Please state number)

Very Likely  Likely  Unlikely

➤ How many hours were spent on your Action Earth Day?

**PRESS & PUBLICITY**

All projects are expected to send a press release to their local media. Please enclose a copy of your press release.

➤ Did you send a press release? Yes  No

➤ Did you obtain any PRESS coverage (Newspaper/ Magazines)? Yes  No

➤ Did you obtain any TELEVISION coverage? Yes  No

If YES, what station & region? .....

➤ Did you obtain any RADIO coverage? Yes  No

If YES, what radio station & region? .....

**PROMOTIONAL MATERIALS**

What did you think of the PROMOTIONAL MATERIALS?

- Certificates: .....
- Stickers: .....
- Tabards: .....

**COMMENTS**

Please provide any comments on the organisation of CSV Action Earth for 2008. Any ideas or improvements would be appreciated.

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**NEXT YEAR**

▶ Would you be prepared to take part in CSV Action Earth next year?

YES  NO

Please list below the FULL names and addresses of other local groups you think might like to take part in future Action Earth campaigns.

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.....  
.....  
.....

Do you have any further comments? .....

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.....  
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**PHOTOGRAPHS**

Any photograph sent may be used for internal publicity, on our website or to promote the campaign. Please ensure that consent is given for children under 16. Please sign the following declaration to say that you are happy for us to use the photographs enclosed.

Name (PRINT): ..... Signed: .....

Position in the organisation: .....

Date: ..... Project Ref: .....

**CHECKLIST – (**

- 1. Receipts (*Ensure reference number is on back of any loose paper*)
- 2. Equal Opportunities Form & Green Survey
- 3. Copy of Press Release
- 4. Photographs (*If possible please provide on CD*)
- 5. Press Cuttings, details of Radio Coverage or TV

**PLEASE ENSURE FEEDBACK FORM IS FULLY COMPLETED. FAILURE TO DO SO WILL RESULT IN THE DELAY OF PAYMENT.**

**GRANTS WILL BE PAID AFTER 31<sup>st</sup> August 2008. THANK YOU.**

**Please return this form with receipts no later than 10<sup>th</sup> August 2008 to:**

**CSV Action Earth, CSV Environment, St Peter's College, College Road, Saltley  
BIRMINGHAM B8 3TE T: 0121 328 7455**

**Please photocopy this form for your own records.**

*Thank you for taking the time to complete this form. Your comments are valued and will help us to make next year's Action Earth campaign even bigger and better!*



## Equal Opportunities - Confidential

CSV is committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age. In order that we can monitor the implementation of our policy we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you could complete this monitoring slip.

***Please state the number of volunteers under each category. Please Quantify***

	Male	Female
Bangladeshi	<input type="text"/>	<input type="text"/>
Black Caribbean	<input type="text"/>	<input type="text"/>
White Caribbean	<input type="text"/>	<input type="text"/>
Black African	<input type="text"/>	<input type="text"/>
White African	<input type="text"/>	<input type="text"/>
Pakistani	<input type="text"/>	<input type="text"/>
Indian	<input type="text"/>	<input type="text"/>
Chinese	<input type="text"/>	<input type="text"/>
White European	<input type="text"/>	<input type="text"/>
White British	<input type="text"/>	<input type="text"/>
White Other	<input type="text"/>	<input type="text"/>
Black Other	<input type="text"/>	<input type="text"/>
Other (Please State) .....		

***Please estimate how many of your volunteers fell within the following age ranges: Please Quantify***

Under 6	<input type="text"/>	6-10	<input type="text"/>	11-16	<input type="text"/>
16-25	<input type="text"/>	26-35	<input type="text"/>	36-45	<input type="text"/>
46 – 55	<input type="text"/>	56 – 65	<input type="text"/>	Over 65	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>				

***Which of the following (if any) applies to the volunteers participating on your Action Earth Project?***

*Please quantify number*

Disadvantaged people living in rural areas

 Qty

Disadvantaged people living in urban areas

 Qty

People on low incomes

 Qty

**Please take a few minutes to complete the above questions which are very important for future funding of the campaign.**

This information will be treated in the strictest confidence and will be used only for statistical monitoring. *Thank you for taking the time to complete this form.*



## CSV ACTION EARTH AWARDS 2008 supported by Morrisons Supermarkets

### WHY NOT ENTER YOUR CSV ACTION EARTH PROJECT FOR AN AWARD?

Once you have completed your project for CSV Action Earth, you have the chance to win a cash prize to spend on your chosen project. Divided into five categories (see details below), five prizes of £300 and five prizes of £100 are available to winners and runners up of each category. The deadline for completed applications 10<sup>th</sup> August 2008 and winning projects will be notified in September 2008. **The application form can be found in the Feedback & Grant Claim Booklet**

#### The categories are as follows:

1. **Wackiest Project Award:** award for the most unusual location or type of project
2. **City Slickers Award:** award for the best urban project
3. **Animal Madness Award:** award for the best project involving wildlife
4. **Green Welly Award:** award for the best rural project
5. **Transformation Award:** award for the best planting, restoration, recycling or clearance project

#### Prizes

- We are giving away 5 First Place prizes of £300 each to help develop your project
- We are giving away 5 Second Place prizes of £100 each to help develop your project

#### You must provide the following:

- Completed Awards Entry Form (*found in your Feedback & Grant Claim Booklet*)
- Photographs to support your application (*please remember to take before & after pictures*)

**NOTE: PLEASE PROVIDE PHOTOGRAPHS ON CD IF POSSIBLE.**

#### Entry forms must be received by 10<sup>th</sup> August 2008

Return completed forms with your FEEDBACK FORM/ GRANT CLAIM to:

CSV Action Earth  
CSV Environment,  
St Peter's College,  
College Rd, Saltley,  
Birmingham B8 3TE

Thank you for your support.

