Your Ref:       Our Ref:

If telephoning, please call: *{Date}*

Dear (group rep)

**Anytown Participatory Budgeting Event**

On behalf of **XX** Steering Group I would like to thank you for taking part in the **XX** Participatory Budgeting Decision Day on **XX** and hope you found the experience beneficial to your project.

The PB Steering Group are keen to find out if the funding made a difference to your project and would ask that you share this information with them. For example how it has benefitted/supported others, who has benefitted, numbers taking part and any outcomes that may have occurred as a result.

I have attached an evaluation monitoring form for you to complete and would ask that you return it along with receipts and any evidence that you may have including photos, comments from people accessing your project, newspaper cuttings etc **no later** **than XX.**

Should you have any questions please don’t hesitate to contact us on **XX** or alternatively by emailing: **XX**

Once again, I thank you for taking part in the **XX** Participatory Budgeting Decision Day.

Yours sincerely