

Community Initiative Fund Application Attendance sheet agreement

Applicant:.....

Event:.....

Date:.....

As part of the Community Initiative Funding you have received from Charnwood Borough Council, Landlord Services we must be accountable of the funding provided, therefore, as part of the application criteria, please obtain names of all attendees who have participated in your event. (address and contact details are optional)

Please be assured that the information is stored on a system called TP Tracker Software Solutions and more information on this can be found on the website: www.tptracker.com

The information stored is to provide Customer Engagement with Tenant Participation figures for our annual report and is not shared with any other parties outside of TP Tracker or Charnwood Borough Council.

The funding is help to communities organise an event and encourage all to enjoy. If you have an attendee who is not happy with supplying this information, then please submit this on the form.

I declare I understand the reason to obtain attendees names and address and contact details are optional and will complete the summary below.

SIGNED.....

SUMMARY	
Total Number of people who attended your event	
Total Number of people signed attendance sheet	
Total Number of people who did not sign attendance sheet	

Community Initiative Fund Application Attendance sheet

Event:.....

Date:.....

Pease obtain all names of whom is attending this event.

NAME	ADDRESS (Optional)	Contact Information (Optional)

Declaration: The information used in this attendance sheet is solely used for tenant participation figures for Charnwood Borough Council. Details are logged onto a system called TP Tracker Software Solutions and no personal data is shared outside of Charnwood Borough Council.