**Project Evaluation Form**

**GRANTS OVERVIEW**

The Thomas’s Foundation (TF) requests that recipients of community funding complete this brief project evaluation form. This report will be used by the Foundation to assess the project’s effectiveness, to serve as a guide for the approval of future or repeat funding and to assist the Foundation in its ongoing fund-raising/promotional initiatives.

**HOW TO SUBMIT YOUR POJECT EVALUATION**

Please complete all sections and submit your report by email to Lucy Horstead, Thomas’s Foundation Administrator at**: lhorstead@thomassfoundation.org.uk** within **1 month** of the end of the project.

If you have any queries please contact Lucy Horstead on 020 3327 4691 or your TF Community Team contact.

**Project Evaluation Form**

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|  | 1. **Project Overview** | |  |
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|  | Project Tile |  |  |
|  | | | |
|  | Project Start Date |  |  |
|  | | | |
|  | Project End Date |  |  |
|  | | | |
|  | Amount requested |  |  |
|  | | | |

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|  | 1. **Contact details** | |  |
|  | | | |
|  | Organisation name |  |  |
|  | | | |
|  | Charity number  (If applicable) |  |  |
|  | | | |
|  | Contact person |  |  |
|  | | | |
|  | Address |  |  |
|  | | | |
|  | Phone number |  |  |
|  | | | |
|  | Email |  |  |
|  | | | |
|  | Website |  |  |
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|  | 1. **Activities** |  |
|  | What were the project activities over the course of the grant? Are these different to what you originally intended? If so, why? (250 words max). |  |
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|  | What were the main challenges the project faced, and how did you overcome them?  (150 words max) |  |
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|  | 1. **Results** | | | |  |
|  | What were the main outcomes and impact of the project? How have you measured this? Is this better or worse than expected? (approx 250 words) | | | |  |
|  |  | | | |  |
|  | Please can you provide us on a scale of 1-5 (1=low, 5=high), the extent to which each objective  was achieved by the project and please provide evidence to support this grading. | | | |  |
|  | **Grading** |  | **Objective** | **Evidence of how objective was achieved** |  |
|  |  |  | Increasing self confidence |  |  |
|  | | | | | |
|  |  |  | Raising academic achievement |  |  |
|  | | | | | |
|  |  |  | Developing a new skill or talent |  |  |
|  | | | | | |
|  |  |  | Improving social skills |  |  |
|  | | | | | |
|  |  |  | Impacting health and fitness |  |  |
|  | | | | | |
|  |  |  | Encouraging creativity |  |  |
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|  | 1. **Sustainability** | | | | | | |  |
|  | Will this project continue? If the project is not going to continue, please explain why. | | | | | | |  |
|  |  | Yes |  | No |  | Not sure |  |  |
|  | How else are you planning to fund the project in the longer-term? (150 words max) | | | | | | |  |
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|  | 1. **Beneficiaries** | | | | | |  |
|  | | | | | | | |
|  | Total number of Beneficiaries | |  | | | |  |
|  | | | | | | | |
|  | % FSM Beneficiaries | |  | | | |  |
|  | | | | | | | |
|  | % EAL Beneficiaries | |  | | | |  |
|  | | | | | | | |
|  | % SEN Beneficiaries | |  | | | |  |
|  | | | | | | | |
|  | Of these, please estimate the number of beneficiaries by ethnicity | | | | | |  |
|  | **White** | | |  | **Black or Black British** | |  |
|  | | | | | | | |
|  | British |  | |  | Caribbean |  |  |
|  | | | | | | | |
|  | Irish |  | |  | African |  |  |
|  | | | | | | | |
|  | Any other white background |  | |  | Other Black or Black British |  |  |
|  | | | | | | | |
|  | **Asian or British Asian** | | |  | **Other ethnic background** | |  |
|  | | | | | | | |
|  | Indian |  | |  | Chinese |  |  |
|  | | | | | | | |
|  | Pakistani |  | |  | Other |  |  |
|  | | | | | | | |
|  | Bangladeshi |  | |  |  | |  |
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|  | 1. **Finances** | | | | |  |
|  | Please confirm all budget expenses in the table below: | | | | |  |
|  | **Item** |  | **Budgeted amount £** |  | **Actual amount £** |  |
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|  | If there was any significant overspend or underspend of the grant against particular budget  lines (10% variance either way), what was the reason, and what did you do to address this? If  relevant, please discuss the plans for any remaining funds with your TF contact.  (150 words max) | | | | |  |
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|  | 1. **Feedback** |  |
|  | Please can you provide us with any feedback or quotes from participants or staff involved  in the project. |  |
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|  | Is there any feedback that you would like to give to TF? Is there any other support that you  would like them to provide? (150 words max) |  |
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|  | 1. **Any other information** |  |
|  | Is there anything else you would like us to know about, which has not been captured  elsewhere? (150 words max) |  |
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|  | 1. **Documentation** | | |  |
|  | If you have produced any other documentation over the grant period that might be useful  for us to see, such as an external evaluation, feedback from participants, case studies of the  project’s impact, photos or artwork, please specify below and send them along with this form. | | |  |
|  | **Attached** |  | **Item** |  |
|  |  |  | Participants’ feedback |  |
|  |  |  | External |  |
|  |  |  | Evaluation |  |
|  |  |  | Case Studies |  |
|  |  |  | Artwork |  |
|  |  |  | Photos or videos |  |
|  |  |  | Other, please specify |  |
|  | | | | |