Communities Fund – Sample evaluation report

This is a sample evaluation report form for the Communities Fund. You can use this form to draft your answers to questions offline, but your evaluation report must be submitted using the online form via our [grants portal](https://hydehousing.flexigrant.com/login.aspx).

If you need any support with accessing, completing or submitting the evaluation form, please contact the Hyde Charitable Trust (HCT) via email at [hct@hyde-housing.co.uk](mailto:hct@hyde-housing.co.uk), or contact your Partnerships & Projects Manager.

# Section 1: Introduction

The Communities Fund is intended to support community partners to continue delivering existing work that is meeting an identified need and to ensure the sustainability of their provision beyond the grant period.

We are interested to hear about the work that you have delivered and what you’ve learnt along the way. The information provided in this report will help us learn from you, shape our future work and communicate the impact of our funding both internally and externally. We can also work with you to help you demonstrate the social impact value of the work you’ve delivered through this grant. If you’re interested, please get in touch with us.

Once we’ve read and approved the report, we will confirm this back to you and send you feedback. We will also release a payment attached to it. We may not release the payment if:

you haven’t spent enough money, or

we asked you to provide additional data, or

you made changes to the project that haven’t been approved by the Grants Manager.

Please use this form to tell us about the work you have delivered:

If this is **your first and final report**, then please tell us about the progress you’ve made since the start of the project.

If you submitted **an interim report previously**, please tell us about the progress you’ve made since the last interim report. Any exceptions will be highlighted in the report.

If you have another grant with HCT running simultaneously, please ensure you’re reporting on your Communities Fund grant only.

As you write your report, we would like you to (start to) think what will happen once the funding has come to end. Remember, we have a team with varied fundraising experience. We will be happy to discuss the type of support we can offer you.

When completing the form:

Questions with a red star on the grants portal are mandatory and you won’t be able to submit the form without answering them.

Some questions have a maximum word limit which you’ll find in the question title. Please don’t exceed the word limit as you will be unable to submit the form. Don’t worry if you use fewer words.

The form doesn’t have to be completed in one go. You can save the form at any time and return to it at a later date.

Ensure you only share photographs and videos that you have permission to share with us.

If you have any questions or need any support with accessing, completing or submitting the form, please contact the Hyde Charitable Trust (HCT) via email at [hct@hyde-housing.co.uk](mailto:hct@hyde-housing.co.uk). Alternatively, contact your Partnerships & Project Manager.

Thank you very much for taking the time to complete this form.

# Section 2: About you

### Name of your organisation or group

### Grant reference number/s (starting with CFXX\xxxxx)

### Your name

### Your position in the organisation

### Your email address

### Date of submission

# Section 3: About your grant

In this section, we are interested to hear about the work you’ve delivered throughout this grant. Remember to always refer back to your application and highlight any variations. If you have another grant with HCT running simultaneously, please ensure you’re reporting on your Communities Fund grant only.

Please remember that:

If this is **your first and final report**, then please tell us about the progress you’ve made since the start of the project.

If you submitted **an interim report previously**, please tell us about the progress you’ve made since the last interim report. Any exceptions will be highlighted in the report.

### Tell us about what you’ve done and delivered. (max 300 words)

In your description, please refer back to the original proposal. If there are activities you were planning to deliver but haven’t done, please highlight these here too.

### What has been going well within the project? (max 100 words)

### What hasn’t been going so well within the project? (max 100 words)

We often learn the most from those things that didn’t go as planned or when the unexpected happens, so we’re interested to hear and learn about your challenges too.

### Looking back and reflecting on the work you’ve delivered since the start of the grant, what would you have done differently? (max 200 words)

### Looking ahead, is this work still needed? If so, how well placed are you to continue delivering the work? (max 200 words)

### Have there been any organisational or external factors, which have led to changes to your wider work? Eg staff changes, premises, funding, changes in government policies. (max 100 words)

### Is there anything you’d like to tell us or have any comments for HCT (max 100 words)

We welcome feedback about this funding programme and our work in general. We are particularly interested in comments on the application and evaluation process, our relationship with you and how we might improve our work in the future.

## Participants and sessions

Please provide two figures for each line – one for the numbers since the last interim report and the other for the total number.

### How many beneficiaries have you worked with and supported?

By core participants we mean those who will attend three or more sessions/events.

Hyde residents – core participants

Hyde residents – other participants

Non-Hyde – core participants

Non-Hyde – other participants

### If the number of Hyde residents is lower than 50% of the total, please tell us why. (max 50 words)

### How many sessions/events have you delivered?

One-to-one sessions

Group sessions

Training sessions for your staff (CPD, workforce development)

Training sessions for your participants

Community and social events

Other (please specify)

### How many participants have progressed to the following roles as a result of your project?

If you’re not tracking this, please leave the field/s blank or enter 0.

Part-time employment

Full-time employment

Apprenticeship

Self-employment

### How many participants:

If you’re not tracking this, please leave the field/s blank or enter 0.

Volunteer regularly (at least once a month)

Have attended vocational training (ie NVQ, BTECH, First Aid, H&S certificate, youth training)

Regularly attend other social groups or meet-ups

### Is there anything you’d like to tell us or have any comments about the figures you’re reporting on? (max 100 words)

### How have you embedded the voice of the beneficiaries in the project and across your organisation? What has changed throughout this grant and what plans have you made for the future? (max 100 words)

## Evaluation

### Tell us about the progress you have made towards your intended changes and outcomes. (max 300 words)

This is your opportunity to analyse and present the data which you said you would collect. Tell us about what data you’ve collected and what is the data telling you? What changes have you observed changes?

We’re interested to see the full picture, and also hear about what hasn’t gone well. You can also include any additional changes and outcomes that you were not planning to deliver initially.

### 15a If you prefer, you can present your progress towards your outcomes/changes in an alternative format and upload it here.

You can upload \*.doc, \*.docx, \*.pdf, \*.mov. Maximum size is 20MB.

## Evaluation questions for your participants

As part of your evaluation and data collection, please capture the responses of all your beneficiaries to the questions detailed below. Whilst some of the questions may not be directly linked to your project, we are tracking some overall wellbeing measures within Hyde communities and by providing this data you are helping us to achieve this.

These questions are retrospective questions, so you’ll only need to ask them once, each time towards the end of the reporting period.

When you report back, provide us with the total number of responses that you collected for each option.

### Compared to a year ago, how worried do you feel about being a victim of crime now?

More worried

About the same

Less worried

### Thinking about the past 12 months, do you like living in your neighbourhood?

Yes

No

### Compared to a year ago, how confident are feeling in yourself now?

Less

About the same

More

### Compared to a year ago, how well are you managing financially now?

Worse

About the same

Better

### Compared to a year ago, how would you say your health has changed?

Got worse

Stayed about the same

Got better

# Section 4: Budget update

In this section, please give us an update on your budget since **the start of the grant**.

### Please tell us how you’ve spent the grant. (max 400 words)

Refer back to your original application and highlight any variations between your initial plans and the actual spend. We’re interested to see a detailed breakdown of the money have you spent and committed.

### 1a If you prefer, you can upload your project budget and match-funding update in an alternative format.

You can upload \*.xls, \*.xlsx, \*.doc, \*.docx. Maximum size is 20MB.

### Have you spent the full grant amount?

Please note that we’re unlikely to release the final payment unless you’ve spent or committed the whole grant amount.

 Yes

 No

**If No** - please tell us about how much of the grant is left, and if you have any proposals for how you would like to spend it. Any project extensions are usually no longer than six months from the original end date. (max 100 words)

### Have you secured any match-funding throughout the grant, and if so, how much?

### If you accessed help or support with fundraising from HCT, please tell us more about the impact of this. (max 200 words)

# Section 5: Communications

The information you provide in this section may be used in our own external communications to help show the impact of Hyde Charitable Trust funding. We can also work with you to help you demonstrate the social impact value of the work you’ve delivered through this grant. If you’re interested, please get in touch with us.We will always ask you for your approval before we use any information specific to your project for externally-facing publicity (both digital and printed).

### Tell us about three things that you’re most proud of. These could be individual stories about your participants or key moments that illustrate the difference this funding/project has made. (max 100 words)

We may contact you and work with you to develop some of these stories into a case study.

Please never give us personal data which could identify your beneficiaries. If you provide information that we consider to be personal data, we will delete it and return your form for resubmission.

### Are there any photographs or videos that you would like to share with us?

We prefer to receive a hyperlink to any files that you’d like to share with us. If this is not possible, you can also upload the files below. Please only share photographs and videos that you have permission to share with us.

You can upload \*.jpg, \*.jpeg, \*.gif, \*.mov, \*.mp3, \*.doc, \*.docx. Maximum size is 20MB.

### Has/have the individual/s consented to:

* 1. share their photographs and/or videos with both internal and external partners (ie Hyde Housing Association and Hyde Charitable Trust)?

 Yes

 No – please ensure you’ve removed all files where you don’t have consent.

* 1. have their photographs and/or videos used in Hyde’s internal and external communications (digital and printed – webpage, social media etc)?

 Yes

 No

### Are there any other documents and reports which you’d like to share with us?

These could include your annual report, a report to other funders etc. We prefer to receive a hyperlink to any files that you’d like to share with us. If this is not possible, you can also upload the files below.

You can upload \*.doc, \*.docx, \*.pdf, \*.ppt, \*.pptx. Maximum size is 20MB.

# Section 6: Declaration

By submitting this report to Hyde Charitable Trust, you confirm that:

1. You (the contact in this monitoring form) are authorised to submit the monitoring report on behalf of your organisation (the lead organisation in your application form).
2. You are authorised to certify the grant expenditure.
3. The information given in this monitoring form is true, accurate and approved by the organisation.

Name:

Position in organisation:

Date: