|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Final Project Evaluation Report – Community Investment Scheme 2018-19**  Please read the evaluation report guidance before completing this form. | | | | | | **Date:** | |
| Project title |  | | | Lead organisation |  | | |
| Grant received | | £ | | Actual expenditure | | |  |
| Monitoring form completed by | |  | | Is your project complete? | | |  |
| **SECTION 1 – What you have achieved.** | | | | | | | |
| *Please use the space below to detail the activities you undertook and how they were delivered.* | | | | | | | |
| Activity | | | How it was delivered | | | | |
|  | | |  | | | | |
| *In the space below you will find the objectives you set yourselves. Please complete the column to say whether these were achieved. If there is further activities planned but not complete please state these here using as much detail as possible.* | | | | | | | |
| Your SMART project objectives: | | | | | | | Achieved/Not achieved |
| *Please use the space below to give us examples of what your activity looked like. This can be photo of events, images of posters created, links to articles or videos, written examples etc.* | | | | | | | |
|  | | | | | | | |
| *Please complete the box below using the guidance document for reference.* | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Inputs** |  |  | | **Outputs** |  |  | | **Outtakes** |  |  | | **Outcomes** |  |  | | | | | | | | |
| *Many of the projects have carried out activities or created opportunities that were not detailed in the original plan. Please use the space below to give details of these.* | | | | | | | |
|  | | | | | | | |
| **SECTION 2 – How it went.** | | | | | | | |
| *Please use the space below to tell give us your view on how your project went (less than 100 words).* | | | | | | | |
|  | | | | | | | |
| *Please use the space below to identify any difficulties you faced in implementing this project (less than 100 words).* | | | | | | | |
|  | | | | | | | |
| *Please use the space below to tell us if you would consider applying for funding again and why (less than 100 words).* | | | | | | | |
|  | | | | | | | |
| **SECTION 3 – Improving the Community Investment Scheme** | | | | | | | |
| *Please use the space below to tell us how you think the scheme can be improved.* | | | | | | | |
|  | | | | | | | |
| *Please use the space below to give us any other comments about the Community Investment Scheme.* | | | | | | | |
|  | | | | | | | |
| **Please email this Final Evaluation Report and the financial monitoring overview to** [**community.funding@nhsbt.nhs.uk**](mailto:community.funding@nhsbt.nhs.uk) **and copy in your Advisor. These documents will be reviewed as part of an overall report collated by the marketing department for review by the steering group.** | | | | | | | |