

## Final Evaluation Report – projects awarded funds of £2,500 and over

Please read the monitoring form guidance before completing this form.

Monitoring period

Project title		Lead organisation	
Original agreed timescale	<input type="checkbox"/> Ending June 2020 <input type="checkbox"/> Ending October 2020 <input type="checkbox"/> Ending March 2020	Final agreed timescale	<input type="checkbox"/> Ending June 2020 <input type="checkbox"/> Ending October 2020 <input type="checkbox"/> Ending March 2020
Grant received	£	Actual expenditure	£
Monitoring form completed by		Tel. number	

### Section 1 – Objectives and activity

In the following section please outline your objectives as stated in your application form (or as edited in light of clarification questions) and the activity undertaken to achieve them.

Objective	Achieved YES/NO	Activity e.g. events, social media, media/PR, webinars, web pages	Learnings e.g. best practice for projects, evaluation techniques, any recurring themes, community insights

Please use the space below to note any changes to planned activity. This can include any of the changes made to adapt your project during the COVID19 crisis.

Please use the space below to give us examples of what your activity looked like. This can include images of posters created, links to articles or videos, written examples etc. **Please ensure that any photos from events/project activities are attached to the email submitting this form.**

In the following section provide the relevant information on inputs, outputs, outtakes and outcomes (use *Guidance on completing your project evaluation report and financial evaluation spreadsheet* for reference).

Inputs	
Outputs	
Outtakes	
Outcomes	

## Section 2 – Reflections on the project

Please use the space below to identify key successes.

Please use the space below to identify any difficulties you have faced in implementing this project. Please provide details on how these difficulties affected the achievement of your objectives.

Please use the space below to tell us if you would consider applying for funding again and why.

## Section 3 – Improving the Community Investment Scheme

Please use the space below to tell us what you would like to see **more of** if you were to bid for funding again as part of the Community Investment Scheme.

Please use the space below to tell us what you would like to see **less of** if you were to bid for funding again as part of the Community Investment Scheme.

Please use the space below to give us any other comments about the Community Investment Scheme.

## How to submit

Please submit your completed Final Evaluation Report, along with your Financial Evaluation Spreadsheet and any images or videos by **XXXXXXXXXXXXXXXXXXXXX** to [community.funding@nhsbt.nhs.uk](mailto:community.funding@nhsbt.nhs.uk)