**Project Evaluation Report**

One of the key requirements of the fund is to monitor and evaluate your project, track its progress and understand what the direct impact of the project has been in the local community. Please complete and return this form following the conclusion of your project. You are welcome to send us a copy of any report you may have produced for yourselves, but please also complete this form so that we can gather consistent feedback.

**Please note: you will be unable to reapply to the Community Funds unless you have returned an Evaluation Report for the previous grant.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of SSE Community Fund |  | | |
| Organisation Name |  | Grant amount | £ |
| Contact email address |  | | |
| Purpose of grant |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Experience of the project**  How successful does your organisation think the project was? (please select a rating below) | | | | |
| Very poor  ☹ ☹ ☹ ☹ ☹ | Poor  ☹ ☹ | Average  ☺ ☹ | Good  ☺ ☺ | Very good  ☺ ☺ ☺ ☺ ☺ |
|  |  |  |  |  |
| * Describe the activities that took place and/or any services or items purchased. * What were the successes and challenges of the project? * Were there any changes to your original plan?   (Max 300 words) | | | | |
|  | | | | |

|  |  |
| --- | --- |
| **Benefit of the Project**   * How many people directly benefited from the project? * Please describe how they benefitted from the grant (Max 150 words) | |
|  | |
| * Describe the most significant outcome that happened due to this project. (Max 150 words) |
|  |
| * Will the grant have a long term impact, and if so, how? (Max 100 words) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Case Study**  Can you provide a case study or stakeholder quote(s) which demonstrates the difference that the work of the project has made to an individual’s life, community or to the work of an organisation. You may wish to outline the specific situation, the nature of the difference that the project has made, and what this has meant to the individual, community or organisation. (Max 200 words) | | | |
|  | | | |
| Would they be willing to be contacted by SSE to tell their story? | Y/N | If yes, can you provide their contact details? | Organisation:  Contact Name:  Telephone:  Email: |

|  |
| --- |
| Please comment on your experience of the fund application and award process. Your feedback is appreciated to help SSE develop our funds. |
|  |

# Signature: …………………………………….............. Date:…………………………………………………………

**I have included copies of publicity or media coverage in relation to this grant**

**I have included all invoices/receipts related to the grant expenditure**

Please return the completed form to: lindsay.dougan@sse.com