

## Appendix 2

# Voluntary & Community Sector (VCS) Forum/Commissioning Board VCS Commissioned Projects 2013/14

## Evaluation Report

Dear .....

Reference your Project .....

Grant awarded .....

We hope that the grant awarded by the VCS Commissioning Board on October 29<sup>th</sup> 2013, for the named project above, has enabled you to successfully develop and deliver the work as outlined in your application form. To enable the VCS Forum and the VCS Commissioning Board to evaluate and further develop the process, we require successful Applicants, who received HBBC/VCS Forum/Commissioning Board 2013/14 Project Funding, to provide a **Summary Evaluation** of the Project work carried out with that funding. Completing the Summary Evaluation should help you reflect on how the local people you involved (the beneficiaries) benefited from your Project and what you have learned from the experience. The VCS Forum/Board along with partners will also learn about your practice and success, helping us to improve and promote VCS practice in the Borough and our arrangements for funding and supporting projects in 2014/15.

An Evaluative Report is about providing evidence and explanation, which tells us what in reality actually happened and was achieved by a Project. This may differ from what was originally planned and it is important to indicate where there are differences from what was planned, and explain why. Short notes are better than long essays!

**\*Please refer to the Guidance Notes provided prior to completion of each section.**

**Section (1) guidance:**

*A question about why your project was needed and existed – in hindsight it might not have turned out as you expected.*

*A question about who you worked with in the Borough - were they from a particular area, community or neighbourhood, or were they from different places, but with common needs or interests?*

**Section (1) questions:**

- What Needs, Issues, Problems, Gaps, etc., has your Project addressed?

- Were all the beneficiaries resident in Hinckley & Bosworth Borough and were they from any particular community?

**Section (2) guidance:**

*This section is about what the VCS funding actually provided for your Project and were you able to add other funding, resources or support from elsewhere?*

**Section (2) questions:**

- What did the funding provide for your project?
- Was there additional support or funding from your parent agency, partners or other funding sources? – if so what were these?

**Section (3) guidance:**

*How did you turn the funding and other support into what the Project actually provided for beneficiaries? What activities, services, provision, support, etc., resulted?*

*The second question asks you to identify if volunteers were involved and how they participated to make things happen for the Project and the beneficiaries.*

**Section (3) questions:**

- What did your Project actually do?
- How did volunteers contribute to the work of your Project?

**Section (4) guidance:**

*This is the most important Section in evaluating a Project – did it work and achieve success? Were the beneficiaries those you wanted to reach and work with, and how did they benefit from the Project?*

*Did the successes and achievements of the beneficiaries reach beyond them and how did these impact, e.g., on families, neighbours, friends, the community?*

*Has your Project got a future – opportunity to continue; to grow; to develop; to survive; to be in demand; to be taken over by beneficiaries, etc?*

*What have you and those around you learnt from the Project experience – are there changes, improvements, developments, etc., that are being put in place or that you want to put in place?*

**Section (4) questions:**

- Did you reach, connect with and involve the people you wanted to?
- What did the beneficiaries achieve and gain from their experience of your Project?
- Did your Project have impact to the wider community?
- When this funding ends, will your project be able to continue?
- What has been the learning from your Project, for you/your agency?

**Section (5) guidance:**

The following five questions focus on how the finances, funding and finance management worked out for your project.

In addition, please provide Project expenditure figures, showing how the VCS funding was spent for example as a simple Balance Sheet with attached receipts/invoice copies.

**Section (5) questions:**

- Was your Project expenditure as planned in your Application for the VCS funding?
- If not, what were changes or variations in your expenditure?
- Do you have any unspent 2013/14VCS funding? If so, what do you hope to do with this?
- Was your project able to generate other income? If so, how has this income supported the Project or its ongoing sustainability?
- Are you likely to seek further Funding for the continuation of this Project?

**Section (6) guidance:**

The following four questions are about the amount of hours directly connected to your project and the number of people who directly contributed to your project.

**Section (6) questions:**

- How many hours were direct delivery by your Project?
- How many hours were spent on developing, planning your Project?
- How many paid Workers/Staff worked with your Project?
- How many Volunteers worked with your Project?

**Section (7) guidance:**

This information enables us to capture the number of people directly benefitting from the grant awarded.

\*You may expand on this information if you wish.

**Section (7) question:**

- How many people directly benefited from your project? Total numbers:

**Section (8) guidance:**

This section enables us to capture information about how funded projects perform in relation to the VCS Forum Core Value Set (as listed below)

**Section(8)**

Please circle where applicable a figure to score how you think your Project performed in relation to each of the following:

(Score performance in the range: 1 = Excellent to 4 = Poor)

Responding to the needs of the community	1	2	3	4
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Ensuring ease of access and inclusion	1	2	3	4
Challenging discrimination	1	2	3	4
Creating opportunities for active participation	1	2	3	4
Encouraging volunteering	1	2	3	4
Collaborating with partners	1	2	3	4
Communicating effectively	1	2	3	4
Learning from the experience	1	2	3	4
Continuously improving performance	1	2	3	4
Developing volunteers	1	2	3	4
Managing resources responsibly	1	2	3	4
Delivering outcomes	1	2	3	4
Empowering individuals and communities	1	2	3	4
Building in sustainability	1	2	3	4

**IN ADDITION to the Evaluation Report you are invited to provide supplementary evidence, which will help us all to understand what your project achieved, e.g., case studies; promotional leaflets; photos; video; beneficiary comments; witness statements; media reports, etc.**

If you require any assistance with this form please contact:

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**Please return Evaluation Documents to:**

[vcsinfo@nxt-gen.org.uk](mailto:vcsinfo@nxt-gen.org.uk)

**Alternatively hard copies to:**

**Voluntary & Community Sector (VCS) Forum/Commissioning Board, c/o  
Next Generation Community Connect, 108 Castle Street, Hinckley,  
Leicestershire, LE10 1DD.**