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**Funded Project Evaluation Form**

Please complete this form as fully as you can. We use the information to demonstrate to potential funders that our grant program is robust. It is also viewed by organisations that are thinking of applying for a grant to see what we’ve already funded.

1. **Organisation name**
2. **Name of funded project**
3. **Date(s) that project activities were undertaken**
4. **Brief description of the project including:**
	* **How, specifically, was the Sea-Changers grant used?**
	* **Were there any changes to activities undertaken compared to the original application?**
	* **Was there any variance in spending compared to the budget? If yes, please specify the change and the reason for it.**
5. **How well did the project meet the measurable aims as stated in the grant application? Please state the aim, the target figure, the actual outcomes delivered by the project and any comments. Use a new row for each measurable aim.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project aim** | **Target** | **Actual**  | **Notes /comments** |
| *Eg to recruit volunteers* | *20 volunteers* | *15 volunteers* | *We didn’t get as many volunteers as we wanted because …* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **How well did the project meet aims that can’t specifically be measured? Please refer back to the application made and comment on all stated aims. Use a new row for each aim.**

|  |  |
| --- | --- |
| **Project aim** | **Notes on how the project met the aims** |
| *Eg To raise awareness of marine litter amongst visitors to the town* | *The posters about how to reduce plastic use have gone up in shops across town and have been well received.* |
|  |  |
|  |  |

1. **Are there other achievements that you can share that weren’t included in the aims of your original application? Please specify.**
2. **How was the project advertised and promoted? A description of any press/media coverage received, including links if possible, would be helpful.**
3. **If you promoted your activity via social media, please provide the following details, if available:**

**Twitter**

**Twitter handle:** (e.g. @BeASeaChanger)

**Number of tweets related to the Sea-Changers funded activity (that included @BeASeaChanger):**

**Total number of likes:**

**Total number of retweets:**

**Total number of impressions:**

**Facebook**

**Facebook name:** (e.g. @SeaChangersOrg)

**Number of posts related to the Sea-Changers funded activity (that included @SeaChangersOrg):**

**Total number of likes:**

**Total number of shares:**

**Total number of impressions:**

**Other (please specify)**

1. **Please provide two or more quotes from activity/project participants that give an insight into the participants’ experience of the project.**
2. **Please attach to your email any photographs that were taken of the project/activity (if the images include people, please provide written permission for public use).**
3. **Please add any additional comments here, including suggestions about how Sea -Changers could improve the grants programme.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this to Sea-Changers at** **info@sea-changers.org.uk**