****

**Funded Project Evaluation Form**

Please complete this form as fully as you can. We use the information you give to demonstrate to potential funders that our grant program is robust.

|  |
| --- |
| 1. **Organisation name**
 |
| 1. **Title of funded project**
 |
| 1. **Date(s) that project activities were undertaken**

**From:****To:** |
| 1. **Brief description of the project including:**
	* How, *specifically*, was the Sea-Changers grant used?
	* Were there any changes to what you did compared to the original application?
	* Did you spend the grant as planned? If no, please tell us what changed and the reason for it.
 |

1. **How well did the project meet the measurable aims/objectives that you put in your application form? 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 your 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 tell us.**
2. **How was the project advertised and promoted? Include social media, press, tv or anything else. If relevant, Please include your social media usernames (@...) and hashtags (#) used.**
3. **Please provide some quotes from activity/project participants that give an insight into the participants’ experience of the project.**
4. **Please add any additional comments here, including suggestions about how Sea -Changers could improve the grants programme.**

**If you haven’t already, please also send any photographs** that were taken of the project/activity (if the images include identifiable people, please provide written permission for public use).

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date form completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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