

**COMMUNITY FUND END OF PROJECT / INITIATIVE EVALUATION REPORT**

**As set out within your GRANT AGREEMENT, this Evaluation Report MUST BE COMPLETED and returned to the OPCC in order to receive the final 30% of your grant**

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| **ABOUT YOUR GROUP / ORGANISATION** | |
| Name of group / organisation |  |
| Name of project / initiative |  |
| Amount of funding received |  |
| Project / initiative start date |  |
| Project / initiative anticipated completion date |  |

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| **DETAILS ABOUT YOUR PROJECT / INITIATIVE** | |
| Description of your project / initiative **(Max 250 words)** |  |
| Details of how the funding was used\* | **Please provide a detailed breakdown of expenditure and how much each item cost** |
| Please provide details of any under-spend | **Where the grant is not spent in its entirety, any unspent balance must be returned to the OPCC** |

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| **EVALUATING YOUR PROJECT / INITIATIVE** | |
| Within your **GRANT AGREEMENT are details of the expected outcomes that you agreed** this funding would be used to achieve. If you have already provided quarterly evaluation reports you can use the information you provided to help inform the below. However, please do not re-submit these. | |
| What outcomes did your project / initiative achieve?  **(What evidence do you have to support this)** |  |
| What outcomes did you not achieve? (**Please describe why this happened and what helped you along the way)**  \*Remember you may have achieved something unexpected but which is still a positive. The next column below provides you with an opportunity to detail this |  |
| Did you achieve any additional outcomes? **(What evidence do you have to support this)** |  |
| What was the effect of your project / initiative? I.e. what difference has it made to your community? **(Please detail how you measured this)** |  |
| Who benefitted from your project / initiative? **(Please include how many people have benefitted from your work)** |  |
| Please explain below how your project / initiative supported all or some of the **POLICE & CRIME PLAN OBJECTIVES** | |
| Tackle Crime and Antisocial Behaviour  (objective 3) |  |
| Ensure Offenders Face a Consequence for their Crime (objective 4) |  |
| Always Put Victims First  (objective 5) |  |
| Focus our Police on Online and Sexual Crime  (objective 6) |  |
| Supporting Young People (objective 8) |  |
| **SHARING YOUR LEARNING** | |
| Did you share and promote your learning / success? |  |
| **THE FUTURE OF YOUR PROJECT** | |
| Is it your intention to continue with the project / initiative? |  |
| **ADDITIONAL INFORMATION** | |
| Please attach or provide below any additional information you feel will provide further insight / understanding of what your project has achieved. **(For example, you may wish to include information such as a case study; verbatim comments from the people who have benefitted from your project; numerical data and / or photographic evidence)** | |

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| **\*RETENTION OF DOCUMENTS** |
| Within your **GRANT AGREEMENT** it stated that you are **required to keep** a record of expenditure funded partly or wholly by the grant, and **retain** all accounting records relating to this for a period of at least six years after the end of the funding period. Accounting records include: original invoices, receipts, minutes from meetings, accounts, deeds and any other relevant documentation, whether in writing or electronic form. Signing below confirms that these documents have been retained and can be shown to the OPCC if requested. |

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| **APPROVAL** | |
| **The End of Project / Initiative Evaluation Report\* MUST be signed off by a senior officer / project lead from the organisation who received the funding.**  I certify to the best of my knowledge and belief that:   1. The information provided is correct, and no other specific grants, other grants or contributions have been or will be payable for the expenditure in respect of the grant being claimed. 2. The expenditure has been incurred only for the purposes set out in the terms and conditions of the grant agreement for the above grant stream | |
| Name: | Position: |
| Email: | Telephone: |
| Signed: | Date: |
| Please list any attached documents: | |

*\*****Please note*** *the information you provide may be used in publicity the Commissioner wishes to undertaken in respect of the grant. You must inform the OPCC where* ***confidentiality*** *considerations are relevant.*

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| **FOR OPCC USE ONLY** | | | |
| Date Evaluation Report received: | OPCC officer: | | |
| Is the Evaluation Report Satisfactory? | | Yes | No |
| Comments: | | | |