

**Covid-19 Community Recovery Fund**

**Final 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**

**Peter McCall |Office of Police and Crime Commissioner**

1-2 Carleton Hall, Penrith, Cumbria, CA10 2AU

[commissioner@cumbria-pcc.gov.uk](mailto:commissioner@cumbria-pcc.gov.uk)

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

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| **DETAILS ABOUT YOUR PROJECT / SERVICE PROVISION** |
| **Description of your project/service (Max 250 words)** |
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| **FUNDING** |
| **Details of how the funding was used**  **Please provide a detailed breakdown of expenditure and how much each item cost** |
| |  |  |  |  | | --- | --- | --- | --- | | Item | Estimated Spend | Actual Spend | Difference | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total Expenditure** | | | **£** | | **Total Grant Provided** | | | **£** | | **Variance: total grant minus total resource expenditure** | | | **£** | |
| **Was the project/planned service provision completed on budget?**  Did your project/service delivery exceed the planned costs, please provide reasons for this, for example due to an increase in service demand.  (***Where there is an overspend on the activity, no further funds will be made available)*** |
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| **Please provide details of any underspend and the reasons for this?**  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 / SERVICE PROVISION** |
| Within your **GRANT AGREEMENT are details of the expected outcomes that you agreed** this funding would be used to achieve. |
| **What outcomes did your project/service achieve and what evidence do you have to support this?** Please describe why this happened and what helped you along the way **(Max 1000 words)** |
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| **What outcomes did you not achieve?**  Please describe why this happened and what helped you along the way, this can include any barriers and challenges you faced in implementing your project or providing a service. |
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| **Were there any alternative approaches to delivery that impacted on your project/service outcomes (achieved/not achieved)**  For example during lockdown Coronavirus has forced us to all work differently what changes did you implement to ensure service delivery continued or to enable delivery of your project. Of the changes implemented are there any that you will continue to use/develop after lockdown restrictions are lifted? Are there any changes that had a negative impact on delivery? |
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| **Did you achieve any additional outcomes? What evidence do you have to support this?**  For instance do you feel your project/service had a wider impact on the community? |
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| **What was the effect of your project / service provision?** What difference has it made to your community? **(Please detail how you measured this)** |
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| Who benefitted from your project / service provision? **(Please include how many people have benefitted from your work)** |
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| **Did you work with any partners during this project or during service delivery?**  Please explain what role they played during the delivery of the project or service provision.  This could be sharing of resources, as a referral pathway or assisting in delivery. |
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| **POLICE & CRIME PLAN OBJECTIVES** Please explain below how your project / service provision supported all or some of the objectives. **(Max 250 words)** | |
| 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) |  |
| **SOCIAL MEDIA OR PUBLICITY** | |
| **Did you do any social media or publicity around your project or service provision** (please include any links to posts or newspaper articles you if available) **(Max 250 words)** | |
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| **SHARING YOUR LEARNING** | |
| Did you share and promote your learning / success? **(Max 250 words)** | |
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| **THE FUTURE OF YOUR PROJECT** | |
| Is it your intention to continue with the project / service provision? **(Max 250 words)** | |
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| **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 / Service 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: | | | |