**Please give the following details:**

Your applicant reference number:

Your applicant organisation name:

# Evaluation plan

As part of your proposal you have been asked to undertake a community needs assessment and outline what the benefits will be for your project.

Your evaluation plan will explain how you will collect information on your project to show the difference it has made to those who take part in or attend your project. It is a mandatory requirement for application and it is a live document that can be updated and changed as the project develops. It will be reviewed as part of the monitoring process.

## **What is evaluation and why is it important?**

Evaluation is the process of collecting and analysing information about a project’s activities, characteristics, and benefits, to inform decision making and improve its effectiveness. It is important to periodically assess and adapt your activities to ensure that they are as effective as they can be. Evaluation can help you identify areas for improvement and improve the design and implementation of your project. It will demonstrate the progress, success, and impact of your project. The information you collect will allow you to better communicate the impact that your project is making to others and to attract and retain support from users and current and potential funders. You may wish to have a look at the following helpful website [About impact and evaluation — NCVO Knowhow](https://knowhow.ncvo.org.uk/organisation/impact/about-impact-and-evaluation).

Consider the following questions and complete the ‘Your evaluation plan’ below:

### Resources

Who will manage the evaluation? Who will conduct it? What resources are available or required?

### What and how

What will you do to evaluate each activity and outcome? How will you do it?

This often involves monetising non-financial impacts, qualitative information and collecting primary data. Methods could include interviews and surveys, analysis of the effectiveness of processes/activities compared to the original situation before the project was implemented. Consider all your benefits and activities against the ten aims of the Community Vision for Surrey in 2030 and plan assessment of each one. Please follow the link for more information on the [Community Vision for Surrey in 2030](https://www.surreycc.gov.uk/council-and-democracy/finance-and-performance/vision-strategy-and-performance/our-organisation-strategy/community-vision-for-surrey-in-2030). You could also consider what you will measure and analyse against Surrey County Council’s 4 priority objectives:

* growing a sustainable economy so everyone can benefit
* tackling health inequality
* enabling a greener future
* empowering Communities

Further information on what each of the priorities mean can be found in our Organisation Strategy [Our strategic and financial framework - Surrey County Council (surreycc.gov.uk)](https://www.surreycc.gov.uk/council-and-democracy/finance-and-performance/our-performance/our-organisation-strategy/communications-and-engagement-strategy-2014-19).

### Audience

Who will receive and use the information? How frequently and when will it be provided? What format(s) will it be provided in?

### Dissemination

How and when will findings of the evaluation be communicated to decision makers, stakeholders, and the community?

## Your evaluation plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Aims of the Community Vision for Surrey in 2030 | Activity (the area of work we plan to provide) | Output (the goods, service or product being delivered) | Indicator (what will we measure?) | How will we collect it? | When will we collect it? | Who will collect it? | Who will we send it to? |
| Children and young people feel safe and confident  | **For example, to provide 1-2-1 support around writing CVs and job searches** | For example, 1-2-1 support sessions | For example, number of sessions delivered, number of individual people supported | For example, workers' log | For example, every time a session is delivered | For example, support workers | For example, report to SCC, publish on website |
| Everyone benefits from education, skills, and employment opportunities  |  |  |  |  |  |  |  |
| Everyone lives healthy, active, and fulfilling lives  |  |  |  |  |  |  |  |
| Everyone gets the health and social care support they need  |  |  |  |  |  |  |  |
| Communities are welcoming and supportive  |  |  |  |  |  |  |  |
| Residents live in clean, safe, and green communities  |  |  |  |  |  |  |  |
| Journeys across the county are easier and safer  |  |  |  |  |  |  |  |
| Everyone has a place they can call home  |  |  |  |  |  |  |  |
| Businesses in Surrey thrive  |  |  |  |  |  |  |  |
| Communities are well connected and grow sustainably  |  |  |  |  |  |  |  |
| Any other additional social, economic, and/or environmental benefits? |  |  |  |  |  |  |  |