

Thomas Howell's Education Fund for North Wales

Guidance for Evaluation

Your organisation was awarded a grant from The Thomas Howell's Education Fund for North Wales during the current year. It is a condition of the grant that a report is submitted within twelve months of receipt of the award. This is important both for the purposes of audit and for the Grant Making Panel to evaluate the impact of its funding.

A visit by a member of the Grant Making Panel to your organisation or educational establishment or a short evaluation presentation to the Panel may be required for grants in excess of £10,000.

Please provide the following information for a one-off award or the final report of a multi year award. Your report should be between two and four pages long and in addition to the information below you are invited to include any relevant material or appendices.

1. Specific financial details of how the grant was spent, with copies of receipt for items over £250.
2. Confirmation that the funds granted were used for the purposes indicated in the application, or details and reasons if there were differences.
3. Your evaluation of the impact of the grant on relevant children/students.
 - What programmes, services, facilities etc did you provide as a result of the grant?
 - What were the benefits, changes or other effects resulting from the project?
 - What are the wider or longer term effects of these outcomes on the organisation and its beneficiaries?
4. Any evidence of the impact of the grant (eg from children, students, teachers).
5. If the outcomes and impact of the project were different from what you set out to achieve, how and why.
6. Any comments you might have about the Trust's procedures in receiving applications and making grants to your organisation.
7. Comments on whether securing a grant from the Trust enabled you to successfully apply for additional funds from other sources.

If the grant is a multi year award please provide the following interim report information in addition to answering 1 & 2 above.

1. The overall aims of the project and progress made in reaching these aims/objectives.
2. Any proposed changes to the project based on your evaluation of the last year.
3. Targets for the coming year.
4. Details of the provision being made for the future financial support of the project after any THEFNW funding ceases.