



## Evaluation Guidance



This evaluation guidance is for groups who have been awarded funding from Eric Wright Charitable Trust.

Now that you have been successful in your application for funding you will need to evaluate your funded service/activity.

### Section 1 – What is an evaluation?

#### What do we mean by evaluation?

Evaluation is a process that the fund providers and administrators use to look at what positive difference the fund has made to local people.

#### Why evaluate?

Evaluating a funded service/activity will allow you and your group to:

- Show what positive difference your service/activity is making to local people
- See if your service/activity has worked well or in some cases not so well
- Share ideas and top tips with other local groups
- Collect evidence for future funding applications to different funding streams

Evaluating a funded service/activity will let the fund providers and their administrators:

- See what positive difference the funding has made to local people
- Share stories and examples of how the funding has been used to help local people

#### How do you evaluate?

There are many ways to evaluate a funded service or activity. Examples include:

- Photographs of local people taking part in an activity
- Quotes from people to show their thoughts about your service/activity
- Questionnaires to evaluate people's experience of your service/activity
- Emails/Letters from local people to show their thoughts and experience of your service/activity
- Short interviews also known as case studies to capture the positive difference you've made to people's lives
- Attendance lists to see how many people have attended an activity/service

#### Top Tips for evaluating your funded service/activity:

1. Make sure you have people's consent if you want to take their photographs, share their quotes, stories, emails and letters

2. Ask people who have taken part in your service/activity to complete a short evaluation
3. Be clear about what you want to know and why you want to know it
4. Think about the best way to capture the information you want to know
5. Only collect information if it is needed

## Section 2 - What evaluation do you need to complete and when?

An Interim Report will be required midterm. This is a chance to update us with your activity and acknowledge any previously unforeseen challenges. Please contact the CVS group support team if you need to discuss. A **full** evaluation will be required at the end of the programme – **funding must be spent by Friday 29 January 2027**. Your Final Evaluation must be submitted on or before 12 noon, **Friday 26 February 2027**. You may also be contacted during the project for a general update and/or visit.

### To evaluate you need to send in:

- Photocopies of any \*receipts for any goods purchased over £75.00.  
\* Please note that receipts will only be accepted for items bought after the Eric Wright Charitable Trust funding has been granted and for those items directly related to the funded project.
- List of goods/services purchased under £75.00.
- Any \*\*photographs you may have of people taking part in your service/activity (only if you have people's consent to take their photo and use them)
- Quotes from local people who have taken part in your service/activity
- Emails/letters from local people to evidence their thoughts and experience of your service/activity
- Completed questionnaires to evaluate people's experience of your service/activity
- \*\*Two case studies - anonymised  
\*\*please ensure you have the relevant permissions for case studies, and photos. These will be used in BPRCVS reports to funders and may be used in BPRCVS newsletters and across social media platforms.

### What will happen with the information you provide?

The funding providers and their administrators will collect all the information that is sent in from all funded services/activities across the area so that they can find out:

- How much funding has been spent
- What items the funding has been spent on
- How many people funding has helped
- The positive difference the funding has made to local people

## Section 3 – What if I have never evaluated a project before?

### Who can I contact for support and advice?

BPRCVS are the appointed administrators for the Eric Wright Charitable Trust grants programme. Please contact us if you would like:

- Extra evaluation packs and/or forms
- Help to complete the evaluation process
- To discuss your ideas for evaluating your funded service/activity
- Any other questions you have about Eric Wright Charitable Trust funding.

**Please send in your evaluation information to your Eric Wright Charitable Trust administrator by 12 noon on Friday 26 February 2027**

The address details of your local Eric Wright Charitable Trust administrator are:

**Group Support Team, Eric Wright Large Grants, Burnley, Pendle and Rossendale CVS,  
62/64 Yorkshire Street, Burnley, Lancashire BB11 3BT**

**Telephone: 01282 433740 Email: [groupsupport@bprcv.co.uk](mailto:groupsupport@bprcv.co.uk)**

**The following pages are copies of the templates you will need to complete all monitoring, evaluation and reporting for your project. Links to the individual documents will be sent to you separately if your application is successful.**

# Interim Evaluation Form

In accordance with GDPR the data you have provided will be stored safely and securely in BPRCVS' file storage. The purpose of this data is for BPRCVS to access group/organisation details in relation to the award of funding for the purposes of monitoring and evaluation. Your records are completely confidential and only BPRCVS staff and relevant volunteers will have access to them. We are required to share this data with the named funder. No information will be shared with other third parties without prior agreement. BPRCVS will store this data no longer than our funder's requirements. To view your rights as the Data Subject please visit BPRCVS' privacy policy at [www.bprcvs.co.uk/index.php/privacy-policy](http://www.bprcvs.co.uk/index.php/privacy-policy), printed copies available on request.

<b>Funding ID</b>	
<b>Office use only</b>	
<b>Organisation Name</b>	
<b>Project Name</b>	
<b>Amount Received</b>	
<b>Amount Spent so far</b>	
<b>Contact person</b>	
<b>Start Date</b>	
<b>Sessions Delivered</b>	
Number of sessions:	Length of session (hrs):
<b>Volunteers</b>	
Number of volunteers involved in the project: _____	
Number of volunteer hours delivered: _____	
<b>How many beneficiaries has your project helped:</b>	
Number enrolled: _____	Number completed: _____
<b>What measuring tool(s) are you using?</b>	
e.g. ONS4 (you <b>must use a measuring tool</b> that maps into the ONS4 Form)	
<b>Is your project achieving the expected outcomes stated in your application?</b>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<b>If No what do you need to change?</b>	

Please say here if you require any additional support or you have any questions.

Please note: you must ask permission if you need to change anything that you stated in your original application. Should you not ask permission BPRCVS on behalf of Eric Wright reserve the right to request reimbursement of the total awarded or part thereof.

**Do you envisage any underspend?**

- Yes                                      If yes, how much    £
- No

**Please provide at least 1 case study on the form provided**

NB: you will need to provide 2 x different case studies for your Final Report

**Signed**

Signed	
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**Date**

Date	
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## Final Evaluation Questionnaire

For support and advice in completing this form contact your local Eric Wright Charitable Trust administrator.

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**This must be completed by the person named in the original application form.**

**Q1. Information about the person/group completing this form:**

**Group Name:**.....

**Your name:**.....

**Q2. Please tell us the name of your funded service / activity:**

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**Q3. How much Eric Wright Charitable Trust funding did you receive?**

**Q4. How much Eric Wright Charitable Trust funding did you spend?**

(If you spent less than the amount received please contact the local administrator to discuss this)

**Please remember to provide copies of receipts and invoices for the goods and services over £75.00 provided by the funding you received for your project. Please list here or on a separate sheet any goods/services purchased under £75.00.**

**Q5. How many sessions have been delivered?**

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**Q6. How many unique beneficiaries did your funded service/activity help?**

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**Q7. How long did your funded service/activity run for (weeks)?**

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**Q8. If you used volunteers to help you deliver your services/activity:**

**How many volunteers were used?**

**How many volunteer hours were provided?**

**Q9. Please provide 2 x case studies**

**Please use the separate template sheet provided.**

**Q10. Please provide photographs of your activity/service**

**Ensure you have consent to use photographs of the people who have taken part/attended.**

**Please email these as separate items.**

**Q11. Please provide a short narrative of what your project delivered and achieved**

**Q12. You have received support from BPRCVS to complete the application and throughout the life of the project including during monitoring and evaluation - please tell us how that was for you.**

For example:

Was the support you received useful?

Was the support you received timely?

Did the support you received increased your confidence in applying for funding in the future to this or other funding streams?

Would you recommend BPRCVS to others?

**BPRCVS also report to funders, and this will help us to prove to them that we are doing what we say; 'Helping people to help others', and will help ensure you do not lose your CVS.**

## Case Study Template

### Background

E.g.: Who are they? Remember to anonymise – a description of the person will suffice e.g., older lady with arthritis or Mum of four young children, etc  
Who referred them in?

### Needs

E.g.: Why have they been referred? What do they need?

### Actions taken

E.g.: What did the group do? What activities did the group help them with?

### Outcomes

E.g.: What difference did attending the activity make to the person?

### Comments

E.g.: Something from the person themselves i.e., 'thank you', etc

## Wellbeing Measure (ONS4)

### Initial Visit

**Name of Group/Project:** .....

**Client Name/Initials/Postcode/Reference number:** .....

The responses given will help us evaluate the impact of your project. All results are collated anonymously. Below are some statements about feelings. There are no right or wrong answers. For each of the questions please give your answer on a scale of 0 to 10, 0 being 'not at all' and 10 being 'completely'.

**2 forms must be completed for each beneficiary – an Initial Visit Form and a Final Visit Form to enable measurement of the impact of the project**

Carer/staff/teacher/volunteer can complete the form on behalf of a beneficiary who is unable to complete the form themselves.

	Statement	Please write a number between 0 and 10
1	<b>Life Satisfaction:</b> Overall, how satisfied are you with your life nowadays?	
2	<b>Worthwhile:</b> Overall, to what extent do you feel that the things you do in your life are worthwhile?	
3	<b>Happiness:</b> Overall, how happy did you feel yesterday?	
4	<b>Anxiety:</b> On a scale where 0 is 'not anxious at all' and 10 is 'completely anxious', overall how anxious did you feel yesterday?	

**Any other comments you would like to make about how you are feeling or about the project:**

## Wellbeing Measure (ONS4)

### Final Visit

**Name of Group/Project:** .....

**Client Name/Initials/Postcode/Reference number:** .....

The responses given will help us evaluate the impact of your project. All results are collated anonymously. Below are some statements about feelings. There are no right or wrong answers. For each of the questions please give your answer on a scale of 0 to 10, 0 being 'not at all' and 10 being 'completely'.

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**Any other comments you would like to make about how you are feeling or about the project:**