**Fresh Expressions Grant Evaluation Report – guidance for recipients**

Congratulations on receiving a grant for your fxC. One condition of receiving a fxC grant was your project returning a report at an agreed time and to an agreed level of detail. The reason for this is that we need to learn lessons that would help others in the future. In this sense knowing things that you found difficult or didn't work can be just as vital as knowing the things that did go well.

This document gives you guidance on the shape that the report should be and also give you the opportunity to reflect on your project. Any further funding will be conditional on you sending in a report.

**Some practical points on writing your report:**

The document should ideally be no more than 6 pages long and can include tables. You are welcome to submit a report in a different format so long as it covers the headings below and reports against the criteria agreed at the outset. Further information relevant to the report can be included as appendices if necessary and please do not use a font size smaller than 12 point.

**Guidance on the report questions**

***Project Aims and Objectives.*** Look at the original application and Evaluation Criteria Form – what were the original aims and objectives?

***How are you doing this?*** For the summary of activities, please give a brief description of what your activity on a day to day basis. Outputs are basically the numbers for the main work of your project. For example, how many bible study groups have been run, how many hours of training have been undertaken, training courses run, how many people attended, and so on.

***What have you achieved to date?*** This is the main report against the growth and/or training criteria. As well as figures, it may be helpful to provide a brief narrative – for example, why the figures may be better or worse than anticipated. The case studies/quotes section is there to give illustrative examples to help tell us add flesh to the numbers e.g. to give examples of developing discipleship. These could be taken from feedback forms, from interviews with participants, or diaries recording individuals’ experiences.

***What have you learned and what will you do in the future?*** Analyse your main achievements, disappointments and ask questions: Why did this work or not? What worked as expected, and what surprised us? Are some things taking longer than expected? Did this matter? Please be honest and fair: Knowing what has not worked can help prevent others repeating it, and knowing what works can help reduce the likelihood of others reinventing the wheel. Knowing how you overcame a problem can be inspirational, and knowing that hard work will pay off eventually can provide encouragement to others following the same path. Equally, if it is too early to make a sensible judgement, please say so.

***What advice would you give to a similar project?*** Knowing why you changed something, or what you might do differently next time can provide us with insights that can be shared more widely, and will help us evaluate different projects with similar approaches.

**Fresh Expressions Evaluation Form**

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| Project Name |  | Project Ref |  |
| Location |  |
| Contact |  | Job Title |
| **Evaluation Criteria** |
| Please set out the evaluation criteria that were agreed at the outset of the project |
| **How are you doing this?** |
| Please summarise the main outputs (activities) that have taken place to date  |

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| **What have you achieved to date?** |
| Please report what progress you have made on the main evaluation criteria |
| Please report the outcomes (achievements) - both quantitative and qualitative |
| If relevant, please include any short case studies or descriptions to illustrate the outcomes |
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| **What have you learned and what will you do in the future?** |
| What has worked well, and why? |
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| What has not worked as envisaged, and why? |
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| What changes have you made, or do you plan to make, as a result of your experience so far?  |
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| Based on your experience so far, what advice would you give a similar project that is just starting? |
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| Please add any further reflections that you feel would be helpful. |
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