

# Annual development fund 2017



community  
food and health  
(scotland)

## Sample evaluation form

received funding of £   
from Community Food and Health (Scotland). The funding was awarded for

We would now like to hear how you have got on.

### What did you do?

If you made any changes please detail these here, whether you have already discussed them with CFHS or not.

**Please use a separate sheet if necessary.**

### Did you deliver the activities as described in your application form?

Yes ☐

No ☐

**If not, please tell us what changes you made and why.**

### Who benefited from your work?

Tell us how many people benefited from your funded activities and about who they were (e.g young mums, volunteers, older people)

**Please use a separate sheet if necessary.**

### How many people took part in your funded activities?

5 or fewer ☐

6–10 ☐

11–20 ☐

21–30 ☐

31–50 ☐

51–100 ☐

more than 100 ☐

**Tell us about the people who took part in the funded activities:**

## So, tell us what you did . . .

What **activities** did you do?

Who led the activities? Did different people have different roles?

Please include the number of **sessions** you ran, over what **time period**, etc.

Please tell us how you are progressing **if the work is not yet completed**.

**Please use a separate sheet if necessary.**

## And who helped you?

Please include **advice** and support from others. This could be **money** you received or **help in kind** (e.g. staff time, equipment, facilities).

**Please use a separate sheet if necessary.**

So, how did you evaluate your activities?

Please tell us how you **evaluated** your work, using the **following examples**. Please **tick all that apply**.

Also tell us about **other ways** you have **gathered information**.

**Please use a separate sheet if necessary.**

Informal discussions	<input type="checkbox"/>	Photos	<input type="checkbox"/>
Formal discussions (1:1 or groups)	<input type="checkbox"/>	Diaries (e.g. food diaries or training logs)	<input type="checkbox"/>
Questionnaires	<input type="checkbox"/>	Feedback forms	<input type="checkbox"/>
Mapping activities	<input type="checkbox"/>	Storytelling	<input type="checkbox"/>

What difference did your activities make for participants?

The outcomes could include:

- increased knowledge of healthy eating
- increased skills, such as cooking, budgeting or gardening
- increased confidence
- improved availability of affordable healthy food.

Did the activities have a stronger impact on **some participants than on others?**

Were there any **unexpected** outcomes?

Please send us copies of evaluation reports or any relevant materials such as photos or feedback forms.

**Please use a separate sheet if necessary.**

Sample

## What difference has the funding made for your organisation? Did it . . .

Please now tell us about the difference your activities made **for your organisation**.

Please tick all that apply.

increase skills of staff/volunteers?

improve resources (e.g. equipment or training materials)?

increase engagement with vulnerable individuals/families?

develop partnership working?

generate income?

Were there any **unexpected outcomes**?

Please send us copies of evaluation reports or any materials you have used to gather information such as photos or feedback forms.

**Please use a separate sheet if necessary.**

Please tell us more about the above and any other difference your work has made.

## And what did you learn from doing this work?

What worked or what didn't work?

Please tell us about any **challenges** you experienced and how you overcame them or what you would do differently if you were running the activities again.

**Please use a separate sheet if necessary.**

Sample

### What did it cost?

Please give us brief details about what you have spent on this work.

**Please use a separate sheet if necessary.**

### How much money do you have left and how do you intend to spend it?

If you have any money left over, please tell us how you intend to spend it.

**Please use a separate sheet if necessary.**

### What now?

Please give a brief description of any work that **will continue as a direct or indirect result of the work** funded by CFHS.

**Please use a separate sheet if necessary.**

Sample

## Any other comments?

Please comment on any issues regarding the work funded by us which you feel **have not been covered** so far.

Sample

You are welcome to send any additional materials, such as evaluation reports, photos, surveys or press cuttings. These would be really helpful to us.

Signature:

Date:

## Thank you for your help

### Please return to:

Community Food and Health (Scotland)  
NHS Health Scotland  
Meridian Court  
5 Cadogan Street  
Glasgow G2 6QE

Emailed applications must be sent to:  
**nhs.HealthScotland-CFHS@nhs.net**

Tel: **0141 414 2890**

**[www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk)**