

Thank you very much for completing this evaluation form. We are very interested in the outcomes and the process of your project**.** **Please complete the form carefully**, so that it will save yourself and us time evaluating the project.

**1. Basic information **

|  |  |
| --- | --- |
| Name organization |       |
| Name contact person |       |
| Mobile phone contact person |       |
| E-mail address contact person |       |
| Project title |       |
| DOEN project number |       |
| Report period (see contract) | From       To        |

**2. Most meaningful changes **

Please provide three meaningful changes to which your project has contributed below. The changes don’t have to be grand or comprehensive. Giving a person a new perspective on an issue can for example be considered very meaningful. The changes may have occurred within an individual, a group, the sector or your own organization. Changes may be expected or unexpected. The described change doesn’t necessarily have to be positive.

We’ve included space for three changes. Could you share at least one change with us? Please answer the follow up questions for each change.

|  |
| --- |
| **Change 1** |
| What is a meaningful change brought about by your initiative in the previous period?  | - |
| For whom was the change relevant? (multiple answers possible) | Individual, namely:  | Group, namely:  | Sector, Namely:  | Own organization | Other, namely: |
| In what way did your organization contribute to the change? |  |
| Why was this change meaningful for you?  | - |
| **Change 2** |
| What is a meaningful change brought about by your initiative in the previous period?  | - |
| For whom was the change relevant? (multiple answers possible) | Individual, namely:  | Group, namely:  | Sector, Namely:  | Own organisation | Other, namely: |
| In what way did your organization contribute to the change? |  |
| Why was this change meaningful for you?  | - |
| **Change 3** |
| What is a meaningful change brought about by your initiative in the previous period?  | - |
| For whom was the change relevant? (multiple answers possible) | Individual, namely:  | Group, namely:  | Sector, Namely:  | Own organisation | Other, namely: |
| In what way did your organization contribute to the change? |  |
| Why was this change meaningful for you?  | - |

**3. Process **

**What went well?**

Briefly describe what went well in the project. This can include certain activities or parts of the process that went particularly well. Unexpected things that went well can also be included. Please provide an explanation. (max. 150 words)

**What didn’t go well or went differently than expected?**Sometimes things go wrong during a project. We are interested to hear how you dealt with these difficulties. Please indicate what went wrong. What did not go according to the plans, expectations and objectives. And how did you deal with these issues? Max 150 words

**Changes**

During the run-up and project period, did substantial changes occur with respect to the original project plan? If so, please describe these changes**. (max. 150 words)**

**Lessons learned**

What was your most important lesson of the previous period? How will you use this in the coming activities?

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| **Inspiring others**  |
| Have you shared outcomes and ideas in the previous period? * Yes
* No
 |  If yes, with whom (multiple answers possible)? * Companies, if so whom?
* Other initiatives
* Municipalities
* Financiers, if so whom?
* Students
* Another sector, namely:
* Other, namely:
 |
| How did you share these ideas and outcomes?  |
| Have you inspired others (to take action)? If so can you please provide an example?   |

**4a. Evaluation points **

Please enter here the quantitative evaluation points and the agreed values as stipulated in the contract. Please indicate in the following table to what extent the agreed values have been achieved.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation point** | **Goal** | **Realization** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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Please provide qualitative (descriptive) indicators and if necessary (for example if the realization differs from the set goal) further detail on the qualitative and quantitative indicators (numerical) below.

**4b. Goal**

Was the (project / program) goal achieved?

**4.5. Finances **

Please send along in Excel the actuals against the budget (in the same format as submitted to DOEN) and answer the following questions:

* Did the project costs remain within the budget?
* If not, what is the surplus or deficit?
* If applicable: explain the deficit or surplus, and indicate how it will affect project coverage.
* In case of a surplus, please describe how you will settle the difference with the financiers.
* What are your financial lessons learned?

**(max. 300 words)**

**6. Your project and the DOEN foundation **

|  |
| --- |
| To get more insight in our own impact and to learn how to improve our support we ask you to answer the following questions. Did DOEN, apart from the funding, have additional value for your project? * Yes
* No

If so, what was DOEN’s added value for you?  |
| What aspect of the support of the DOEN foundation are you satisfied with?  |
| Do you have suggestions for points of improvement?  |
| What non-financial supplementary support (knowledge, connections, etc.) does your organization need?**7. Additional remarks** Do you want to share anything else (this can be anything, including for example photo’s)? We would love to hear it!  |