

Evaluation Guidance

At the conclusion of a project's funded works, an evaluation report should be submitted to the Trust. The report should include the following sections:

- Introduction
- Programme Progress
- Outcomes & Indicators
- Conclusion
- Documentation

Introduction

Briefly introduce the project works and team, including project aims and contract specifications.

Programme Progress

Describe how the project unfolded and how the works were achieved. This should align with the project's initial application, unless previously discussed and approved with the GCHT Grants Team. Any deviations to the programme, expectations and budget should be included in this section.

Outcomes & Indicators

Discuss the impact of your project, considering both short-term and long-term effects. Impact assessment should include tangible and intangible changes which resulted from the funding. Alongside the achievement of outcomes, challenges and obstacles can also be discussed.

It is important that in this section each indicator that was approved in the original project application is evidenced sufficiently. A list of these indicators and how they relate to GCHT's Strategic Priorities is also detailed in the project's grant offer letter and contract. This section can also include information about how the project developed networks and partnerships, as well as achieved unexpected outcomes.

Conclusion

Reflecting on the overall project, provide a summary of the project, including any successes or shortcomings. Include any learning points and any recommendations for similar grant projects. This is also an opportunity to evaluate the support and working relationship with the GCHT Grants Team, and we would like to hear how we can better support future grantees and grant-funded projects.

Documentation

Please provide supporting photographs, video, infographics and publicity for the project. A minimum of 6 digital before / after photographs should be submitted for building repair grants. A conservation management and maintenance plan should be attached as an appendix for building-based grants.

**Thank you for helping us
share the impact of
heritage funding in
Glasgow!**

