## Suggested evaluation questions

If your organisation does not have an existing evaluation framework, please use these questions as a starting point. You do not have to answer all of these questions.

It is important that you set up your evaluation questions before the project begins so that you can assess your project as it is happening as well as when it finishes.

## What did you do?

* What did the organisation deliver?

(Give numbers if possible – e.g. 8 x 1-hour events. Six backpacks bought for children’s activities)

## Who took part?

* How many people took part in various aspects of the project?
* Who was the target audience and who was the actual audience? Why the difference?
* What was the impact on **individuals**?
* What was the impact on **communities**, either geographic, demographic or of interest?
* Who else did the project affect – and how many? (for example, volunteers, passersby, staff, carers, families)

You can use photographs of the project, quotes from participants, and survey findings.

## What was the impact on your organisation?

* How well did the project go?
* How much did the project cost in the end? How does this compare to the budgeted cost? Can you explain any differences?
* How was the project funded? Did you get match-funding?
* Who was involved? (For example, how many volunteers or staff were involved? Were any of them new? What support from other organisations?)
* What were any unintended or unexpected benefits?
* How did you manage risks, challenges, and obstacles?
* What would you do differently next time?
* What difference do you think it made to your organisation?
* Has your organisation changed as a result? If so, how? Do you think it will be long-term?
* What are the next steps for your organisation?

## Impact for Suffolk?

* Which of the Suffolk County Council priorities did the project support, and how?
	+ look after our health and wellbeing
	+ strengthen our local economy
	+ protect and enhance the environment
	+ provide value for money for our residents
* Would you apply to the Culture Project Fund (CPF) again?
* Please tell us about your experience of the CPF? How has it made a difference to your organisation?