



Woods In and Around Towns (WIAT) and Forestry for People (F4P) Challenge Funds - Evaluation Report

Notes for Applicants

This report should be a summary of what has happened during the duration of the project and what has been achieved in terms of the outcomes proposed in Part 2 of your original application. All applicants must complete this form. For larger-scale projects (e.g. those projects with a contribution of greater than £50,000 from the WIAT Challenge Fund and greater than £10,000 from the F4P Challenge Fund) a more comprehensive report should be appended - that report to be restricted to 10 sides of A4.

Part 1: Project name & applicant Details

Forestry Challenge Fund Reference Number: _____

Applicant name: _____

Contact person for application:

Title _____ **Forename** _____ **Surname** _____

Position/Status

Telephone Number

E-mail _____

Postal Address _____



Part 2: Evaluation Report

Project summary

Please describe what has happened during the duration of the project e.g. outline key activities and outputs. (A summary form for key facts and figures has been appended in Annex 1.)

Project outcome(s)

Please state the proposed outcomes for your project and what you stated that you had hoped to achieve in your original application

Evidence of successful delivery

Please describe the indicators you measured to demonstrate you have delivered your proposed outcomes

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Results

Please provide a summary of the results of these measurements and describe the scale of improvement the project has delivered

Full costs of the project

Outline the full cost of the project including direct cash costs, volunteer input, in-kind contributions etc.



Part 3: Supporting information

Supporting information

Please list the supporting information submitted as part of the evaluation report



Declaration:

To be signed by applicant:

I declare that this report is an accurate summary of the activities funded under the Forestry Challenge Fund:

Signature: _____

Name: _____

Date: _____



Annex 1:

Use this form to summarise your project outputs and activities.

1. Type of applicant (please tick):

Community group	
Non-governmental organisation / charity	
Local Authority	
Other - please specify:	

2. Woodland(s) visited / used for activities or where plans are being developed and delivered:

3. Who took part in the project activities (e.g. participants in volunteer or health walks etc.)? (We understand that some individuals are not comfortable with disclosing personal information and we do not wish you to put pressure on them for this return. However, where available, this information will help Forestry Commission Scotland to improve its delivery of funding and support for communities in future.)

4a. Please let us know the age and gender of those involved

	Male	Female		Male	Female
0 to 4 years			16 to 25 years		
5 to 11 years			26 to 60 years		
12 to 15 years			+ 60 years		

4b. Please provide numbers of those who registered a disability

Physical disability		Visual disability		Hearing disability		Mental disability		Learning disability		Any other disability	
M	F	M	F	M	F	M	F	M	F	M	F

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4c. Please provide numbers of those from ethnic backgrounds

White		Mixed race		Asian / British Asian		Black / British Black		Chinese		Other		No reply
M	F	M	F	M	F	M	F	M	F	M	F	

4d. Where do the majority of the people involved in this project live e.g. City, Town, village and area - Glasgow, Milton etc.

4. What activities did you carry out (please tick)?

- | | | |
|--|---|--|
| <input type="checkbox"/> Conservation work | <input type="checkbox"/> Clean-up (litter pick) | <input type="checkbox"/> Feasibility study / management plan |
| <input type="checkbox"/> Skills training | <input type="checkbox"/> Community event | <input type="checkbox"/> Woodland management work |
| <input type="checkbox"/> Health walk | <input type="checkbox"/> Cultural celebration | <input type="checkbox"/> Others |

5a. Please record any other activities below:

6. Number of volunteer days

If the project worked with volunteers could you please provide an estimate of the total number of volunteer days that happened during the period of funding e.g. number of volunteers X the time they were active in the woodland:

_____ days