**Public Engagement Grant – Evaluation Report**

Please complete the sections below for your IOP Public Engagement Grant evaluation report. We have included questions that we would like you to answer, but you can include more information as you feel necessary and attach any website links/images/videos/newspaper clippings.

**General Information**

**Your name, organisation and project title:**

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| --- |
| Click to enter text |

**IOP branch (if applicable):**

|  |
| --- |
| Click to enter text |

**Project location:**

|  |
| --- |
| Click to enter text |

|  |  |
| --- | --- |
| **Project start date:** | Project end date: |
| Click to enter text | Click to enter text |

**Objectives:**

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| --- |
| *State the original objectives for your activity* |

**Outputs**

|  |  |
| --- | --- |
| **Type of activity** | e.g., festival, busking, talk, competition |
| **Number of activities/events/resources delivered** | Please give details e.g., dates of events |
| **Number of people reached in person** |  |
| **Number of people reached online** |  |
| **Number of IOP members involved in delivery (if applicable)** |  |
| **Cost** | Please tell us the total project cost and how much the IOP contributed |
| **Other IOP resources (if applicable)** | e.g., staff time |

**Did any of the above outputs differ from your original targets?**

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| *e.g., Did you reach fewer or more people?*  *If there were differences between your original and actual outcomes why was this?* |

**Activity description:**

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| --- |
| *What did your activity entail? What format of engagement did you use to interact with your target audience?* |

**Type of audience:**

|  |
| --- |
| *State what type of target audience you planned to reach in terms of disinterested, open, engaged or expert. How does this compare to the audience you received and how did you measure this?*  *Is there any more information you are able to provide on your audience (eg gender, socioeconomic status, age etc?)*  *Is there a reason why the audience you reached was the same/different from what you had intended?* |

**Experience and outcomes:**

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| *State what experiences and outcomes you wanted you audiences to have as a result of your activity. You might choose to split this up based on public audiences, volunteers and partners.*  *How did your evaluation show that you achieved these? If not, was there a reason for this?* |

**Impacts:**

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| *What impacts did you hope your project would achieve? Did your evaluation demonstrate that any of these occurred?*  *What is your project’s legacy?* |

**Lessons learnt:**

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| *Were there any lessons learnt, not mentioned above, that you feel are worth sharing?* |

**Any other comments:**

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