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 **Resource 7: Evaluation Report Template**

**Part A—Report to the Department of Justice and Community Safety Community Crime Prevention Unit**

This template has been prepared to assist you meet your reporting obligations for your Public Safety Infrastructure Fund project. It has a fixed structure, but allows to you provide a brief summary of the findings from your evaluation. Additional detail can be included in a full evaluation report (Part B). It is up to you as to how much detail you provide, but there should be sufficient information to support any conclusions that you draw.

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| **PROJECT DETAILS** |
| Organisation name: |  |
| Project name:  |  |
| Prepared by: |  |
| **CERTIFICATION (by Council Manager / Director equivalent)** |
| Authorised Representative name and title: |  |
| Authorised Representative signature: |  |
| Reporting date: |  |

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| **SUMMARY OF EVALUATION FINDINGS** |
| What were the aims of your project that you listed in your funding agreement? |  |
| What data sources did you use to measure the impact of your project? |  |
| Summarise your overall performance in achieving the stated aims for your project  |  |
| Are there any lessons or recommendations for future projects? |  |
| **DECLARATION** |
| I *(insert name of authorised person)* certify that the information contained in this report is a true and accurate reflection of the Project, and that I am authorised to make this declaration on behalf of the *(insert name of grant recipient as listed in the Grant Funding Agreement)*.   |
| Name & Position Title: |  |
| Signature: |  |
| Date: |  |

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| **REPORTING AGAINST THE EVALUATION FRAMEWORK**  |
| This is where you can report against the evaluation framework in your original evaluation plan. You can copy across the project components, evaluation questions and performance indicators from the plan. Add as many rows as you need. If you ended up needing to change something about how you evaluated your project—for example, amending a performance indicator due to the availability of data—be sure to reflect that in this report. Provide a brief summary of the results based on the information you collected to measure each performance indicator. For outputs, you will report how much you did and how well you did it. For outcomes, you will report what changed as a result of the work that you did. |
| **Project component** | **Evaluation questions** | **Performance indicators** | **Results** |
| *Specify the output or outcome you assessed as part of the evaluation* | *What questions did you ask to determine whether these outputs and outcomes have been delivered?*  | *What did you measure to assess how much and how well you have done (output indicators) and what has changed as a result (outcome indicators)?* | *Brief summary of results based on information you collected to measure each performance indicator.* |
| Potential offenders are deterred and the incidence of crime and disorder in the area is reduced (outcome) | What impact has the project had on property crime within the target area? | Number of recorded property offences in the target area and comparison area in an equivalent period before and after the project has been implemented | The number of property offences decreased by 40 percent in the target area, falling from 50 to 30 recorded offences. This decrease was larger than in the comparison area, where crime fell by 22 percent. The number of recorded offences in surrounding areas also fell by 29 percent, indicating some diffusion of benefit. Taken together, there were 11 fewer recorded property offences following the project. |
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**Part B—Template for a more detailed evaluation report**

# This second template has been developed to assist you to prepare a more detailed report on the findings from your evaluation of your public safety infrastructure project. It is intended to be flexible, and can be adapted depending on the focus of your evaluation and the purpose of the report.

# This report is optional—it is not a requirement for all projects to submit a more detailed report.

# The length of the report is up to you—you should provide enough information to support your findings, but also try and be as succinct as possible.

# Executive summary

*A snapshot of the main findings from the evaluation, along with any recommendations. This should be no longer than around 2 pages.*

*Remember, this is likely to be more widely read than the body of the report, so it is important that it is accessible to a lay audience.*

# Project summary

*A description of the project you evaluated, including:*

* *the problem you sought to address;*
* *the aims and objectives you were working towards;*
* *the intervention/s that you delivered as part of the project;*
* *and an explanation on how you thought these might work (the underlying theory).*

# Key evaluation questions

*An overview of the key questions you aimed to address as part of the evaluation, including whether you conducted a process or outcome evaluation, or both. This might be a summary of the questions that were in the evaluation framework, rather than attempting to list them all.*

# Evaluation design and data sources

*An explanation of the methodology used to evaluate your project, including:*

* *a description of the target area, comparison area and buffer zone (where used);*
* *the sources of data you use as part of the evaluation:*
* *how you collected and analysed the data; and*
* *any limitations that need to be acknowledged.*

*Provide enough information so that the reader can understand how you have come to the findings you present in your report.*

# Process evaluation findings

*Findings from the process evaluation, including:*

* *an overview of what you ended up doing;*
* *an assessment of the quality of the work;*
* *any changes to the original proposal; and*
* *the reasons for these changes.*

# Outcome evaluation findings

*Findings from the outcome evaluation, best structured around the outcomes in the logic model and evaluation framework. For each outcome, you should aim to provide:*

* *evidence from the different data sources supporting your conclusion about whether the outcome was delivered; and*
* *an explanation as to why the outcome was or was not observed.*

# Overall findings

*A discussion and summary of the findings, with a clear statement as to whether the project has achieved its aims and objectives and the answers to the overarching evaluation questions (ie was it implemented as planned and did it work?).*

# Recommendations

*Any recommendations based on your findings, either for modifying the current project or to help inform future public safety infrastructure projects.*