

The Campbellford/Seymour Community Foundation (CSCF) looks forward to receiving an evaluation on your project. The Community Foundation is moving towards a “storytelling” format for project evaluation. Project evaluation is a condition of all grants awarded. (See *Grant Agreement* Item 10).

The purpose of the Impact and Accountability Report is:

- To ensure accountability for, and appropriate use of, entrusted funds
- To report on the impact of the grant
- To learn from the experience

Through your feedback we learn more about the various aspects that contribute to project success. This in turn helps our organization achieve our goal of community building. The information you share will benefit our Grants Program by helping us to understand and communicate the impact of your grant on our community, and capture lessons learned to make our grant program more effective.

NEW FORMAT – Tell Us Your Story!

If you had one story to tell to *illustrate the impact of your grant* (whether in the community, in your organization, or for an individual, etc.) what would it be?

Story Guidelines:

- Stories can include an event, a milestone, or something you think is valuable to share.
- A story from one organization staff member and from one community member who benefitted from this initiative would be wonderful!
- If you received a Job Opportunity for Youth Grant, we require a story from the student as well. Questions they should consider:
 - What did you enjoy most about the job experience and why?
 - What skills do you feel you acquired in the work experience?
 - Describe the most beneficial part of the Job Opportunity for Youth experience for you.
- Story length 250 – 500 words

Ideas to consider when creating your story:

- **GOALS & OUTCOMES** - What were your project goals and to what extent did you meet them? Were there any unintended or additional outcomes?
- **LESSONS LEARNED** - What lessons were learned that may help others succeed in similar projects? What went well? What did not go well? What would you do differently if you planned a similar project? Is there something you could have done differently to create a broader impact?
- **OVERALL IMPACT** - How do you feel the project has improved the quality of life in our community? Has it strengthened the ability of your organization to serve the community, and how?
- **BY THE NUMBERS** - Number of individuals reached by your project, project partners, community involvement, number of staff and/or volunteers involved.

Sharing Your Stories

We may use your stories for internal reporting and/or for sharing with people in our community through social media and on our website. We may edit any text that is sent to us so that we can communicate the text appropriate to the social media platform. (i.e. Newsletters or Facebook vs. Twitter or Instagram)

A picture speaks 1000 words

Photos and/or videos from the project, event or student placement, that we could use alongside your stories, would be appreciated. **Please provide high-resolution images that are print quality, minimum 300 dpi. Consent and credit required.**

Checklist

- Refer to your *Grant Agreement, Schedule A*. It outlines the outcomes that your organization expects your grant to achieve, the approved budget for your financial report, and the reporting schedule. The reporting schedule may include interim reports.
- Please save your Impact and Accountability Report as: *Year-Project Name-Report Name*. (E.g. *2017-Music for Tots-Impact Report*)
- Email the completed Impact and Accountability Report and any attachments to admin@cscf.ca within 30 days of project completion.
- Attach Photos or Video of Project
- **Consent and Credit:**
 - Credit any person who has taken the photo or video.
 - In any photo or video provided please ensure that you provide names of any persons appearing, so we can cross-reference to consent.
 - Please ensure we have written or emailed consent to publish their photos and/or stories.

Sample Permission Statement:

I, _____ grant permission to the Campbellford/Seymour Community Foundation and persons acting for or through them, the right to use, reproduce and/or distribute this testimonial and photographs provided by me for the purposes of promoting the Campbellford/Seymour Community Foundation and its funding initiatives through its website, social media, or printed material.

Signature _____ *Date:* _____

If you have any questions about preparing your report please call our office at (705) 653-2005.