

PROJECT EVALUATION

A. What is evaluation?

Evaluation is the process of determining or estimating value, significance or worth through careful appraisal and study.

B. Why evaluate project?

"If you're not keeping track of the score, then you're just practicing".

Evaluation is an important part of any PROJECT initiative, however, many neglect to include evaluation as part of their initiatives or don't give it enough attention. Following are just a few of the reasons people don't evaluate their initiatives:

- they don't understand the purpose or importance of evaluation
- they don't know how to do an evaluation
- they didn't even think of doing an evaluation or thought of it too late in the process
- they think you almost have to have a PhD to conduct an evaluation
- they didn't budget for an evaluation
- they are worried about the possible outcomes
- evaluation can be costly
- evaluation can be difficult to do

So why is it so important to evaluate injury prevention projects?

- To find out if a program is effective
- To determine a project's ultimate impact and outcomes
- To monitor progress towards goals and objectives
- To create the best possible programs
- To learn from mistakes and facilitate improvement
- To identify problems and make modifications to the program as needed
- To find out if a program is feasible before it is implemented
- To find out if materials and activities are suitable for the target group
- To discover any unintended outcomes (good or bad)
- To allow those involved in or served by the program to say what they think and share their experiences
- To find out if the program is running smoothly
- To produce data for future use such as grant proposals
- To identify best practices
- To publish results and add to the knowledge base in the field
- To share results with others
- To meet requirements of funders

Keep in mind that it is just as important to know and document what *didn't* work as it is to know what *did* work.

C. Evaluation

Write objectives that are **SMART**:

Specific

Measurable

Achievable

Relevant

Time-limited

Name of your organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Total Amount requested from CYFF: _____

Total Amount expended (Include in-kind and other contributions): _____

In four sentences or less, briefly describe the project that received funding. (The description may be used to put on the web-site.)

Resources	Estimated	Actual
CYFF/AAFC Contribution	_____	_____
Contributions from other sources of Federal funds	_____	_____
Contributions from provincial government funds	_____	_____

Private sector cash contributions	_____	_____
Government in-kind Contributions	_____	_____
Private sector in-kind contributions	_____	_____
Totals	_____	_____

REACH	Estimated	Actual
Number of Participants	_____	_____

Describe any new information, products, procedures that were developed as a result of the project.

TOTAL					

IMPACT

The priority areas for the CYFF are member recruitment and member networking. How did this project impact the aforementioned priority areas.? If possible, please indicate in a measurable way. (i.e. 100 young farmers participated in a two day seminar focusing on human resource management and financial management. 100 evaluation forms were completed with the following results:)

Renewal is about providing farmers with:

- the skills, knowledge and tools to help them succeed in farming;
- access to **advice** on increasing profitability through new business opportunities and value-added activities; and
- opportunities to help improve the farm family incomes and make informed choices about sources of income.

The range of tools and services will be useful to farmers in any situation, and whether they are beginning or near retirement, operating a small or large farm, managing a livestock or cash crop operation.

How did the approved activity meet with the Renewal objectives of the APF?

