**SAVOY EDUCATIONAL TRUST – EVALUATION FORM**

***(if required please use additional sheets)***

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| **Name of organisation** |  |
| **Main contact and position** |  |
| **Address** |  |
| **Telephone** |  | **Email** |  |

***THE PROJECT***

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| **Briefly describe the project for which funding was given – keep to a maximum of 250 words** |
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| **What were the objectives of the project? (maximum 3. If more than 3, select the most important) – keep to a maximum of 250 words** |
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| **What was the relevance of this project for the hospitality industry?** |
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| **If the project was designed to benefit specific individuals, how were they selected and what criteria were used?** |
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***THE COSTS***

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| --- | --- |
| **What was the total cost of the project?** |  **£** |
| **How much funding did the Trust award?** |  **£** |
| **Did the project remain within budget?**  | **Yes/No****If no, please state the overspend and give an explanation as to why this occurred** |

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| **Give a brief breakdown of the project costs and from where they were sourced** |
| **Item** | **Amount** | **Date received** | **Source** |
| **Employment costs****Equipment****Maintenance****Materials****Travel** **Evaluation****Dissemination****Office costs** **Printing/stationery** **Telephone** **Central services (utilities, etc)** |  |  |  |
| **If there was any funding deficit, please explain how it was made up** |
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| **What consideration did you place in ensuring the equipment and materials selected were environmentally friendly and energy efficient?** |
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| **Why was it important for your organisation to receive funding from the Trust?** |
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| **Was this project linked to or did it follow on from an earlier one? Yes/No If yes, state how?** |
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***PROJECT REPORT***

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| **Provide details of any partners involved in the project and the role they played** |
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| **When did the project start?**  |  | **When did the project end?** |  |
| **Was this the original timeframe? Yes/No** |

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| **Detail the outcomes and measurable outputs relating to each objective stating the date by which they were achieved. Please include quantitative, qualitative information and any photographic evidence you may have.** |
| **Outcome/outputs** | **By When** |
|  |  |
| **If any of the planned outcomes/outputs were not achieved please explain why and how they differed from the original objectives** |
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| **What measurable impact(s) has the project made and what evidence do you have of these?** |
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| **If specific individuals benefited from this project please give details of their current position – e.g. progression to next level of college course/degree course/entered employment etc.** |
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***PROJECT RESULTS***

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| **When sending your evaluation report to the Trustees could you please ensure that you also include copies of any newspaper article, press release, CD or similar material and make reference to any social media that has been produced as a result of the funding you received from the Trust? Could you also please detail where, how and in what format the logo and wording of The Savoy Educational Trust has been used.** |
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| **Can you please confirm that that your organisation has the appropriate Safeguarding Policy in place and that there were no issues to report during the timeframe of the project for which you received funding?**  |
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| **SIGNED** |  |
| **NAME** |  |
| **POSITION** |  |
| **DATE** |  |

**Please return the completed form to:**

**Name: Margaret Georgiou**

**Address: Savoy Educational Trust**

 **Office 4.09**

 **60 Cannon Street**

  **London EC4N 6NP**