**Final Evaluation Report Template**

The Charitable Foundation requests project evaluations presented in the reporting style set out in this document.

**Cover Page & Title**

The title of the report is ‘Final Evaluation Report’.

Include; organisations logo, date / duration of funding round, region of project delivered, prepared by.

Name of your project and you may even want to relate it to your project’s overall goals / outcomes it achieved.

An appropriate image will add visual appeal to your report.

**Executive summary**

This is summary of the main findings, lessons, and recommendations from your evaluation. Some readers will only read the executive summary so make it succinct. It should not be longer than two pages and ordinarily one page.

**Introduction**

* Overview of project and its goals / outcomes
* Key stakeholders and target audience
* Program Logic

This should include an overview of the project that is being evaluated, including the timeframe, main stakeholders, and project goals. It is good to provide a program logic that outlines what you sought to achieve and what you did along the way. You may want to describe in greater detail particular activities were critical in delivering outcomes.

**Evaluation Framework**

* Purpose of the evaluation
* Key evaluation questions
* Evaluation team
* Evaluation method (including limitations)

You should also outline the purpose of the evaluation, including the evaluation audience and what they want to know. This includes highlighting the key evaluation questions. You may want to include the full **monitoring and evaluation plan** as an appendix. It is important to note who made up the evaluation team. You should also provide an overview of the evaluation method (you can link this back to the M&E plan in the appendix) and any limitations in the methodology. You may want to use a table that highlights the quantitative and qualitative methods used as part of the evaluation.

**Evaluation Findings**

* Key Evaluation Question 1
* Key Evaluation Question 2
* Key Evaluation Question 3 etc.

A good way to present your evaluation findings is to use your key evaluation questions as the main sub-headings (e.g. Was the delivery model effective in changing participants’ behaviours?).

You would then use the information collected through your monitoring to **make a judgement** and answer the key question. Remember here that you do not want to simply present information, but rather **interpret the information and make a value judgement.** Use graphics where appropriate, and remember that you do not have to present all the information you have collected. You may present some of the information from your monitoring in an appendix.

Example interpreting information and making value judgement:

The post-survey revealed some improvement over the pre-survey, evidently in both recognising harmful behaviours and ability to adopt non-harmful behaviours. Therefore, the workshops and resources delivered were effective in reaching the project goal to ‘stop family violence and keep children safe’.

**Storytelling**

Story telling or case studies can be a powerful way of demonstrating impact. For many projects the quantitative data alone does not portray the full story of the impact of the project.

This is where you may include descriptive text on the impact of your project, in particular the change in circumstance or behaviour of the beneficiary.

**Conclusion and Recommendations**

This is where you may want to do a high level summary of the success and lessons of your project based on your evaluation findings.

You may want to also communicate how the evaluation findings will be used (in terms of information future projects, or changes in policy etc.). You should also make a list of key recommendations, (which are also presented in the executive summary).

**References**

Provide details of any other publications or sources of information that you have used in your report.

**Appendices**

This is where you provide detailed information that some of your audience members may want to refer to. This includes your full M&E plan, questionnaires that were used, detailed results and information, statistical analyses etc.

*Need inspiration? Visit* [***Evaluation Toolbox***](https://evaluationtoolbox.net.au/index.php?option=com_content&view=article&id=46&Itemid=58) *to view other completed Evaluation Reports.*