Sunderland CLLD Programme: Evaluation Guidance for Funded Projects

This is the evaluation guidance for organisations being funded to deliver projects by the Sunderland Community Led Local Development (CLLD) Programme. It outlines the core monitoring and evaluation evidence and processes that each funded project must provide as a condition of their funding.

Why Evaluate?

Evaluation is not a pass or fail exercise; nor is it a tick box exercise to be conducted to satisfy the needs of funders. Evaluation is and should be considered a fundamental part of good project management; enabling an organisation to demonstrate the difference its activities are having on their participants or beneficiaries and providing ongoing evidence to inform the continuous improvement of operations.

Sunderland CLLD programme and the Local Action Group (LAG) need to understand the impact the activities it is funding are having on their target individuals, enterprises, organisations and communities. It also needs to understand what works in different circumstances and what approaches or activities have not generated their expected or intended impacts. This is particularly important when it comes to the application of a new approach such as CLLD for the allocation of European Social Fund (ESF) and European Regional Development Fund (ERDF) funding in urban disadvantaged communities. The CLLD approach provides partners with the opportunity to deliver new and innovative ways to address needs and issues within local communities. In this context it is essential that the evaluation process identifies examples of good practice and learning that can help to inform and shape future approaches to social and economic development at a local level.

This requires each funded organisation to implement a consistent and coherent approach to evaluation and performance measurement.

Requirements?

All funded projects must adhere to certain monitoring and evaluation requirements as a condition of funding accessed through the Sunderland CLLD programme. These primarily concern the funded project's collection and return of data and documentation to the Accountable Body at key stages in the evaluation process. That is not to say that you cannot deliver additional monitoring and evaluation in accordance with your own organisational systems and process. However, these must be **additional** to the requirements outlined within this Guidance document.

Adhering to the requirements of ESF or ERDF funding requires each funded project to keep robust, up to date and comprehensive project and participants records in a hard copy and electronic format. Without this data you will not be compliant with the conditions of funding and we will not be able to evidence who the programme has supported and the difference it has made to them.

The core forms and documentation that each funded project will be required to complete are outlined below, with those that you must get your project participants/beneficiaries to complete shown separately to those that you as an organisation must complete.

The documentation you must get your participants to complete depends on which participant groups you are working with and the funding stream and strategic objective you are delivering against.

Participant Registration and Diagnostic Forms

Strategic Objective	Type of participant	Form/Document	When
1: Enhancing employment and skills provision	Out of work (unemployed or inactive) individual	ESF Individuals Registration Form 1	On registration with your project
		Baseline Personal Assessment Tool (PAT) to provide a baseline and initial diagnostic of key support needs	On registration with your project or as soon as possible.
2: Boosting enterprise and entrepreneurship	Individual interested in exploring enterprise and entrepreneurship[1].	ERDF Individuals Registration Form 2	On registration with your project
		Baseline Personal Assessment Tool (PAT) to provide a baseline and initial diagnostic of key support needs	
	Enterprise	ERDF/ESF Organisation Registration Form 3	On registration with your project
Strategic objective 3: Improving community capacity, partnership	Out of work (unemployed or inactive) individual	ESF Individuals Registration Form 1	On registration with your project
		Baseline Personal Assessment Tool (PAT) to provide a baseline and initial	On registration with your project or as soon as possible.

---

[1] Can be in work, unemployed or inactive

working and social innovation		diagnostic of key support needs	
	Voluntary and community sector organisations	ERDF/ESF Organisation Registration Form 3	On registration with your project

Projects receiving ESF or ERDF funding and working with individuals must also complete the Personal Assessment Tool (PAT) at regular intervals (every 6 weeks is recommended unless the project is a shorter intervention) until they exit the project, when a final PAT must be undertaken. All projects supporting individuals under strategic objective 1, 2 or 3 must deliver a baseline or registration PAT and a final PAT on exit from the project as a minimum for each participant.

Data on all of the above forms must then be collated by your organisation as part of the claims and monitoring process, and entered within the programme management information system (MIS) and your own internal database.

Projects will also need to evidence and document the outputs and results achieved with their participants. The definitions and evidence required for ESF Outputs and Results and ERDF Outputs are detailed within Outputs and Results Guidance documents available on the Sunderland CLLD Resources and Downloads webpage, with hyperlinks provided below:
- Outputs and Results Guidance -ESF [267.54KB]
- Outputs and Results Guidance - ERDF [289.43KB]

As part of the claims and monitoring process you will be required to submit quarterly evidence of your project spend and outputs and results achieved. This will be submitted via the following documents:
- **CLLD Quarterly monitoring return** which requires details on project outputs and results and project spend.
- **CLLD Quarterly project progress report** which requires commentary on project performance, progress and planned activity.

Without this evidence claims cannot be processed. To complement this process there are a number of output or results verification or exit/sign-off forms for projects funded under different strategic objectives, which contain information on some of the evidence you must provide for relevant output and result measures.

Participant exit or sign-of forms

Strategic Objective	Type of participant	Form/Document	When
1: Enhancing employment and skills provision	Out of work (unemployed or inactive) individual	ESF individual's exit form 1	When the participant is leaving the project
2: Boosting enterprise and entrepreneurship	Individual interested in exploring enterprise and entrepreneurship. Can be in work, unemployed or inactive	ERDF individual's exit form 2	When the participant is leaving the project
	Enterprise	ERDF/ESF organisation's exit form 3	When the organisation is leaving the project
Strategic objective 3: Improving community capacity, partnership working and social innovation	Out of work (unemployed or inactive) individual	ESF individual's exit form 1	When the participant is leaving the project
	Voluntary and community sector organisations	ERDF/ESF organisation's exit form 3	When the organisation is leaving the project

The external evaluators, Centrifuge Consulting[2], will be undertaking consultation with you and may consult some of your participants. This will be undertaken to align with the requirement for Annual Evaluation and Impact Reports in March 2019 and 2020 and it is a condition of your funding that you comply with this process.

Support?

Those invited to submit Full Applications will be provided with the opportunity to find out more about the monitoring and evaluation process during CLLD Workshops, which will be held at key stages throughout the CLLD process.

During the project delivery process organisations will also be able to clarify any issues or questions with the CLLD team at the Accountable Body, while Centrifuge Consulting, the external evaluators will be available to respond to questions regarding their role.

For any queries or further information please email: clld@sunderland.gov.uk

---

[2] www.centrifuge.coop