

**Post Project Evaluation Report**

**Tourism Events Fund**

**2018-19**

**For internal use only**

Date received by the Funding Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date passed to the Service Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_

Received back to the Funding Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The purpose of a Post-Project Evaluation (PPE) is to:**

- Evaluate the effectiveness of a project in realising the proposed benefits as outlined in the application to Council;

- Compare planned costs and benefits with actual costs and benefits to allow an assessment of the project's overall value for money to be made;

- Identify particular aspects of the project which have affected benefits either positively or negatively; recommendations for future projects can then be derived; and

- Reveal opportunities for increasing the project's yield of benefits, whether they were planned or became apparent during or after implementation, and to recommend the actions required to achieve their maximisation.

1. **Project Name & Summary**

A few paragraphs describing your project, including key findings, strengths and weakness of the project and recommendations for future actions.

1. **Impacts/Outcomes of the Project**
2. Outline the key achievements and impact of the project by reporting against the targets, milestones and key actions as set out in the Letter of Offer.
3. Has the project achieved what it set out to do? This should include benefits as indicated in your application and in your Letter of Offer to project participants, benefits to the sector and potential strategic benefits at a local or national level.

1. **Value for money and added value**

Comment on the **Value for Money and Added Value of the project.** Could some or all of the outcomes have been achieved without the financial assistance received from the Events Fund? Could the identified outcome have been achieved at less cost or could a greater output have been delivered for the same cost?

**Outline any learning points, strengths and weaknesses, good practice and methodologies.**

1. **Sustainability**

Briefly outline the project’s future, following funding. Will the project continue or has it reached a natural end? If it will continue, how will it be funded in the future?

1. Has the project been independently evaluated? **Yes or No** (If yes please attach details)
2. Did the project have a negative environmental impact? **Yes or No**
3. Is there a demand for development support to grow and develop the project for the future? **Yes or No**
4. **Recommendations**

This section should include lessons to be learned, covering all aspects of the project which relate to the realisation of benefits. Lessons may refer to the identification, quantification or planning of benefits, to project management, to user monitoring and control of benefit onset etc...

         It should also identify actions which have the potential to increase the benefits to be reaped from the project. These recommendations should be based on consideration of how to enhance both expected and unexpected benefits, how to minimise the effects of disbenefits, and how to develop further, if possible, the beneficial use of systems or services delivered.

         Any broader lessons which may be learnt from the project should be outlined.