**Evaluation of Your Project**

We do not have a specific **form** for the projects to be filled, as **each project is different.**

It is much simpler than a book report or a thesis, so every secondary school graduate can manage to do it. You just need to spend more than 20 minutes on this!

**Start with your project proposal and cover in your report the following:**

1. **Budget:**

Did all entities put their financial contribution into this project?

If not, why? What were you able to accomplish with the funding you got?

Did you stay within the budget? If not, why not?

If you have any surplus left, for which project/purpose are you going to use it?

Remember, you will need our approval for that, if you will use TED funds for it!

We either may ask for money to be sent back to us, or we might approve what you will use it for; but **it will need our approval, if the money goes into some other project!**

1. **Content:**

Which entities (churches, groups) participate as planned?

**What did you do? What happened? Give us a short summary (not more than half a page).**

What was the major impact of your project?

How did the project go? Did you accomplish your goals?

What went well?

What did not go well and why?

**What lessons have you learnt from things that did not go well?**

If you had to repeat this again, what would you do differently?

1. **Follow-up & Evaluation**

How was the follow-up organised/handled?

How was the evaluation conducted?

What is going to happen so that it is not a one-off splash with not much more done afterwards?

What can be done to strengthen the programme so that it becomes a **process** rather than an event?

1. **Summary:**

What are the overall lessons learnt?

The problem is not that you had some problems running it (you always will!).

The problem is if you have not learnt any lessons from it.

How is your entity (you, school/local church/conference/Union) better equipped to run similar programs in the future because of what you did and have learnt from this endeavour?

The whole report does not need to be more than 2 A4 pages…

We want to see the big picture.

Give us the bullet points.

No Bible texts and EGW quotes needed! 😊