

EVALUATION REPORT FORMAT FOR PROJECT APPLICANTS



Section 1: Project information (please tick)

1.1 Type of report: Interim: Final:

Name of Organisation	
Name of person reporting	
Address	
Tel. Office	
Tel. Mobile	
E-mail	
Reporting Date	

Section 2: Project description		
2.1 Project Title:		
2.2.Aim of project:		
2.2:Objectives:		

Section 3: Outcome

(briefly state the achievements based on the objectives)

Activities:

Number of Participants:

Were the objectives achieved?: Fully / Partially / Somewhat / Not at all

Impact (if any):

Section 4: Challenges

(Summaries the constraints encountered during implementation of the project)

Section 5: Sustainability

(Outline how will the your organization sustain the continuation of the project without further funding from NAC Fund)

Section 6: Any other comments.				
Please attach copy of programmes, media articles, attendance record, speeches, IEC				
materials, agenda, minutes and other relevan	t documents			
Date:	Sign:			