**INSTRUCTIONS:**

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program. The type of outcome (column D) and expected timeframe for change (column E) should be defined. Objectives must follow the “SMART” guideline: specific, measurable, attainable, realistic, and time-bound (column C). Each objective should include an expected target result and completion date (“time-bound” part of column C).

New Grant Proposals must include a completed Evaluation Worksheet.

**DEFINITIONS:**

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| **Goal:** | A broad statement or a desired, longer-term, outcome of a program. A program can have one or multiple goals. Each goal has a one or more related specific objectives that, if met, will collectively achieve the stated goal. |
| **Activity:** | Actions taken or work performed to produce specific outputs and outcomes. |
| **Objective:** | A statement of a desired program result that meets the criteria of being SMART (specific, measurable, achievable, realistic, and time-bound). |
| **Output:** | Results of program activities; the direct products or deliverables of program activities; such as number of: sessions completed, people served, materials distributed. |
| **Outcome:** | Effect of a program (change) - can be in: participant satisfaction; knowledge, attitude, skill; practice or behavior; overall problem; or a measure of return-on-investment or cost-benefit. Identify any measures that are “fidelity” measures for an evidence based practice.  |
| **Timeline:** | Is the outcome expected to measure short-term, medium-term or a longer-term change? When will measurement begin? How often will measurement be done (frequency: quarterly, semi-annual, annual, other)? |
| **Baseline:** | The status of services or outcome-related measures before an intervention against which progress can be assessed or comparisons made. Should include data and time frame.  |
| **Source:** | How and from where will data be collected? |

**PROJECT NAME:** Click here to enter text.

| **A. GOAL** | **B. ACTIVITY** | **C. SMART OBJECTIVE** | **D. TYPE OF MEASURE** | **E. TIMELINE** | **F.BASELINE**Data and time | **G. SOURCE** |
| --- | --- | --- | --- | --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] Output[ ] Outcome: Participant satisfaction[ ] Outcome: Knowledge, attitude, skill[ ] Outcome: Practice or behavior[ ] Outcome: Impact on overall problem[ ] Return-on-investment or cost-benefitIf applicable:[ ] Fidelity measure | [ ] Short[ ] Medium [ ] Long | Click here to enter text. | Click here to enter text. |
| Start date: Click here to enter text. |
| Frequency: [ ] Quarterly[ ] Semi-annual[ ] Annual [ ] Other:\_\_\_\_\_ |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ] Output[ ] Outcome: Participant satisfaction[ ] Outcome: Knowledge, attitude, skill[ ] Outcome: Practice or behavior[ ] Outcome: Impact on overall problem[ ] Return-on-investment or cost-benefitIf applicable:[ ] Fidelity measure | [ ] Short[ ] Medium [ ] Long | Click here to enter text. | Click here to enter text. |
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| Frequency: [ ] Quarterly[ ] Semi-annual[ ] Annual [ ] Other:\_\_\_\_\_ |