



Westray Community Turbine Fund Project Review Form Guidance Notes.

The purpose of this 'Project Review Form' is for you to reflect on how your project/training went compared to how you had initially planned in your 'Grant Application'. Section 4 also allows you to pass on any advice for future applicants planning a similar project. It is important you complete this form in full and return it to the Westray Development Trust. Each section will show your relevant 'Grant Application Form' answer so you can easily reflect on your project. It is important you provide full, clear and honest answers.

Section 1: Funding

Please outline in full what your final costs were and how much in the end was funded by the Westray Development Trust.

If your final costs were the same as what you had planned in your application form then simply state 'Same as above' if however there were any changes please provide details and any necessary explanations.

Section 2: Charitable Objectives

In your application you selected which Westray Development Trust Objectives your project contributed to, this could have been one or several objectives.

Looking back did your project actually contribute to these objectives? Did any unexpected project outcomes mean that you also unexpectedly contributed to another objective?

Please tick the box of any and all objectives which your project contributed to and provide details of any changes or if your project had a larger contribution than expected.

Section 3: Impacts

In your application you outlined what the expected outputs and outcomes of your project would be.

Outputs refers to direct measurable results of your project while outcomes refers the wider story and benefits connected with those outputs. For example if you applied for funding for students to have a field-trip to France outputs of this project would be that ten students visited France. In France all ten visited historical sites, museums, art galleries and interacted with French individuals. The outcomes of this could be; increased cultural awareness, strengthened French language skills, improved knowledge of French history, improved team-working and independence skills etc.

Looking back on you application did you expected outputs and outcomes happen? How do you know? Using the French Trip example this could be that, coming back from France the students produced reports on their experience and demonstrated in



class strengthened French language skills and knowledge of French culture and history.

Were there any unexpected outputs or outcomes? For example an unexpected day trip giving the students new experience and skills or several students now have a French pen-pal. Please describe the outputs and outcomes of your project.

FOR EDUCATION & TRAINING GRANTS. How have you used your new training since your course/class? What benefits has this given you?

Have you passed on this knowledge to others in Westray (for example given classes or given a talk) or have you used your skills to help other Westray residents? This was not a requirement of your Grant but this information would assist the Trust in understanding the wider impacts of its Grant Schemes.

Section 4: Lessons Learned

In this section we ask you to reflect on the challenges you faced delivering your project so that anyone planning a similar project and applying for a Trust Grant can learn from your experience.

What advice would you give someone planning a similar project? Think on what worked well for you and what didn't. What were the particular challenges? If you could go back and change something what would it be?

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If you have not done so already please send between 1 and 5 photographs of your project/training or results of your training for Westray Development Trust's publicity if appropriate.

It is important that you sign and date this form and return it complete to the Westray Development Trust. You can email this completed form to admin@westraydevelopmenttrust.co.uk or drop it into the Trust Office at Unit 1, Quarry Road, Pierowall.

By completing this form and submitting it to Westray Development Trust (WDT) you are consenting for this form and the data within to be processed and stored by WDT in order for WDT to fulfil its functions as a community development trust. You are also consenting to receive communications from Westray Development Trust. Under the General Data Protection Regulation 2016 you can request to see any data held on you at any time, simply get in touch with WDT office at admin@westraydevelopmenttrust.co.uk.