



CRIME  
PREVENTION  
& VICTIM  
SERVICES  
**Trust Fund**

# ***CRIME PREVENTION VICTIM SERVICES TRUST FUND***

## **PROJECT EVALUATION AND FINANCIAL REPORTING**

⇒ **SUBMIT:**

- ✓ By Mail: **Crime Prevention and Victim Services Trust Fund (J-7)  
Box 2703  
Whitehorse, Yukon Y1A 2C6**
- ✓ By Fax: **1-867-393-6240**
- ✓ In person: **301 Jarvis Street (Second Floor), Whitehorse**

**1. PROJECT INFORMATION:**

Name of Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_

**Project End Date:** \_\_\_\_\_

**Project participants:**

(please use exact numbers if available. If not, please estimate. Where events occur over several sessions with different people at each session please inform of the per session participants.)

Numbers of: Females \_\_\_\_\_ Age group \_\_\_\_\_

Males \_\_\_\_\_ Age group \_\_\_\_\_

**Project staff and volunteers:** Number of: \_\_\_\_\_

Staff/volunteer functions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **2. YOUR PROJECT**

Give a detailed description of what happened during your project.

Who participated in your project? Was this the same group of people who you expected to participate?

Did you meet your start and end dates and time lines? If not what was the new time frame? What caused the changes to your time line and dates?

Where did you hold the project? Was it where you had planned?

Please describe the successes in meeting your planned goals.

Please describe the challenges in meeting your planned goals.

Were there any changes to your budget? If so please describe what they were.

**3. PROJECT EVALUATION** Please attach copies of your data collection documents as described in your application.

What evaluation data did you collect for your project? Is this the same as you had planned? If not, what alternative method did you use?

What did your analysis of your evaluation information show about your project? Please describe your evaluation findings and attach copies of your data collection documents and evaluation summaries.

What did you learn from delivering this project?

**\*Please attach any information that you feel would benefit this evaluation (eg: Pictures, Posters).**

#### 4. FINANCES:

**Please complete and attach Schedule D from your agreement. Please also attach receipts.**

#### 5. DECLARATION

In submitting this evaluation, we the undersigned, declare to the best of our knowledge, that the information contained in this evaluation is correct and that each of the required items of information are enclosed.

Prepared by (print name): \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

(Authorized representative of the Organization)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_