



PROJECT SUMMARY REPORT

FUND NAME (PLEASE IDENTIFY): _____

YOUR PROJECT TITLE: _____

A. REASON FOR APPLICATION

1. Why did you make application to this fund?

2. How did you hear about it? (*Please check the best answer*)

- local media (please provide copies of articles/transcripts of interviews)
- talking with colleagues
- national media
- conferences
- workshops
- meetings
- reports
- Department of Justice web site
- newsletters
- other (please specify)



B. PROJECT OBJECTIVES

3. What were the objectives of your project?

4. (a) Over the course of the project, did these objectives change?

Yes
No (*Go to Question 5*)

(b) Why did they change?

(c) What are the new objectives?

C. TARGET POPULATION

5. Who was/were the primary target population group(s) for your project?



6. (a) Did the target population change during the course of the project?

Yes

No *(Go to Question 7)*

(b) Why did it change?

(c) What new groups were involved?

7. (a) Were you successful in involving these groups in the planning and implementation of your project?

Yes

No *[Go to 7 (d) and 7(e)]*

(b) How were they involved?



(c) How did their involvement affect the project?

(Go to Question 8)

(d) What prevented the involvement of these groups in the planning and implementation of your project?

(e) What steps did you take to seek their involvement?

D. WHAT HAPPENED?

8. What activities did your project support?

9. (a) Did these activities change over the course of the project?

Yes

No

(Go to Question 10)





(b) Why did they change?

(c) What are the new activities?

10. (a) Using the scale provided below, please indicate the extent to which your project was able to achieve its objectives.

Not at All		Somewhat			Fully	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>

(b) Please explain.

11. (a) Using the scale provided below, please indicate the extent to which participants in the project (partners, program beneficiaries and other stakeholders) were satisfied with the results of the project.

Very Dissatisfied		Somewhat Satisfied			Very Satisfied	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>



(b) Please explain.

(c) What steps, if any, did your group take to improve their level of satisfaction with your project?

12. Overall, what worked well?



(b) What still needs to be done?

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E. PARTNERSHIPS

16. (a) Did you have partners working on the project with you?

- Yes *[Go to Question 16 (c)]*
- No **(Please answer Questions 16 (b) and 16(c) and Go to Question 17)**

(b) Why didn't you have any partners working on the project with you?

Horizontal lines for handwritten response.

(c) Using the scale below, please indicate how satisfied your group was with this arrangement?

Very Dissatisfied		Somewhat Satisfied			Very Satisfied	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>



(d) Who were your partners? Please include name and contact information on a separate page if necessary.

(e) Had your group worked with these partners before?

Yes

No

(f) What was the nature of each partnership?

(g) What kinds of support (resources, in kind) did each partner provide?

(h) Over the course of this project, did your partners do what they said they would do?

Yes *(Go to Question 16 (j))*

No



(i) If not, why not?

(j) Do you expect that your group will continue to work with the same partners in the future?

Yes

No

(k) Please explain your answer

17. (a) With respect to partnerships, is there anything that you would do differently?

Yes

No *(Go to Question 18)*

(b) What is it?



F. COMMUNICATION OF RESULTS

18. (a) Did you communicate the results of this project beyond your immediate group?

Yes

No *(Go to Question 18 (f))*

(b) How? *(Please check off all those which apply)*

- local media (please provide copies of articles/transcripts of interviews)
- national media
- conferences
- workshops
- meetings
- reports (please provide copy)
- web site (please provide address)
- newsletters (please provide copy)
- other (please specify)

(c) To whom were the results of your project communicated? *(Please check off all the answers that apply)*

- | | |
|---|--|
| <input type="checkbox"/> victims of crime | <input type="checkbox"/> family violence organizations |
| <input type="checkbox"/> victims' families | <input type="checkbox"/> Aboriginal communities |
| <input type="checkbox"/> criminal justice personnel | <input type="checkbox"/> visible minority groups/organizations |
| <input type="checkbox"/> Department of Justice Canada | <input type="checkbox"/> disability groups/organizations |
| <input type="checkbox"/> other professionals | <input type="checkbox"/> other federal government departments |
| <input type="checkbox"/> other victims' organizations | <input type="checkbox"/> provincial departments |
| <input type="checkbox"/> Canadian public | <input type="checkbox"/> francophone community |
| <input type="checkbox"/> other (please specify) | |

(d) In your view was this an effective means of telling people about the results of your project?

Yes

No



(e) Please explain.

(Go to Question 19)

(f) What prevented your group from communicating the results of your project?

G. NEXT STEPS

19. What does your group plan to do next?

20. How will your group build on the lessons learned from this project?
