

Application form for organisations

We are delighted that you are considering applying for the Evaluation Exchange. Please read this information and complete the application only if you are happy with the aims of the Evaluation Exchange and the commitment it requires.

THE EVALUATION EXCHANGE AIMS TO:

1. Increase the capability and confidence of voluntary and community sector organisations to use evaluation processes and tools, that translate into lasting change
2. Enhance the student experience, providing an opportunity for postgraduate students to build and develop their research skills and put their ideas, skills and expertise into practice
3. Increase understanding of the processes of knowledge exchange and collaboration, whilst sharing our learning

YOUR COMMITMENT

If you take part in the Evaluation Exchange, you will be matched with a small team of postgraduate students and researchers. You will work collaboratively together for 6 months, from September/October 2021 – March/April 2022. We ask that your organisation commits to working with your student team at least one day per month of the 6 month project. At busier times, you may need to commit more than a day a month. Additionally, everyone taking part must also commit to attending the relevant full day training sessions below:

For organisations working in or with Newham communities the dates for the training will be:

23 September 2021, 18 November 2021, 27 January 2022.

For organisations working in or with Camden communities the dates for the training will be:

14 October 2021, 9 December 2021, 24 February 2022.

The joint celebration symposium for all participants will likely be held in April 2022.

The Evaluation Exchange is part of a research programme of knowledge exchange activities. All participants will take part in the programme's evaluation. This year's Evaluation Exchange builds on a successful pilot in 2018. We hope the Evaluation Exchange will continue to develop into an ongoing programme.

COMPLETING THIS FORM

If you have not yet spoken to the Evaluation Exchange Team, please get in touch before completing this form. We can help you think through your evaluation challenge and how best the support from students and researchers could help.

A PDF and web-based version of this form is also available via our [website](#).

Please return your completed version of this form to r.unstead-joss@ucl.ac.uk

FOR MORE INFORMATION

Please visit our [website](#), or contact Ruth via r.unstead-joss@ucl.ac.uk

A. About you and your organisation

1. Your first name	Click or tap here to enter text.
2. Your surname	Click or tap here to enter text.
3. Your email	Click or tap here to enter text.
4. Your contact telephone number	Click or tap here to enter text.
5. Organisation name	Click or tap here to enter text.
6. Are you a not-for-profit organisation?	Click or tap here to enter text.
7. Where do you deliver services or activities? <i>The Evaluation Exchange is only open to organisations working in or working with communities in Newham or Camden.</i>	<input type="checkbox"/> Camden <input type="checkbox"/> Newham <input type="checkbox"/> Other Click or tap here to enter text.
8. What are the aims and main activities of your organisation?	Click or tap here to enter text.
9. How long have you been running services or activities?	Click or tap here to enter text.

B. About your monitoring, evaluation and learning needs

10. Do you have any previous experience of monitoring, evaluation or learning?

Yes

No

11. If yes, please outline your experience here:

12. What aspect of evaluation do you think the Evaluation Exchange activity with you could focus on? Please tick the relevant suggested areas below.

Don't worry if your potential focus is not listed, this is just an idea at this stage. Please ask for what you actually need. Support will be available to work ideas into realistic and clear tasks.

Designing an evaluation strategy	<input type="checkbox"/>
Creating a theory of change	<input type="checkbox"/>
Specific project evaluation	<input type="checkbox"/>
Designing evaluation methods	<input type="checkbox"/>
Trying out participatory or innovative methods	<input type="checkbox"/>
Data analysis	<input type="checkbox"/>
Writing up evaluations	<input type="checkbox"/>
Sharing the learning from evaluations	<input type="checkbox"/>
Using evaluation and learning to make a difference to your work.	<input type="checkbox"/>
Other Please describe:	<input type="checkbox"/>

13. Please outline the evaluation-related issue or task you would want to work on through the Evaluation Exchange.

Please include the evaluation challenges you face and why it is important for you to address them.

14. What would you hope to have achieved by the end of the 6 month placement?

15. Have you had support for evaluation from other UCL initiatives other than the Evaluation Exchange?

Yes

No

16. If yes, what was the support, who was it with and when was it?

C. Skills exchange

The Evaluation Exchange a two-way exchange of skills and experience. Students will learn from you and vice versa.

17. Please list any skills, knowledge or experience you have within your organisation that you think may benefit the students who work with you.

Examples might include, but are not limited to, skills, knowledge and experience of staff, volunteers or people accessing your organisation's services, a better understanding of the people who use your organisation and your ways of working with different people.

18. Are you looking for any particular skills, knowledge or experience in your student/researcher team? If so, please list these here.

D. Practicalities

19. Which people in your organisation would the students work with? Please list names, roles and contact details.

We're aware this might change but please supply details of the likely contacts and at least one consistent lead person who will be involved in the project throughout.

20. Are these people available for the relevant training days?

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Please note: We ask that you identify at least one lead person who will either be able to attend all the training or be able to nominate someone in your place who will be very well-informed about the project.

21. Due to restrictions in response to the COVID-19 pandemic, it is likely that at least some of our training courses will be on-line, as well as the students' work with you. Do you have the IT capacity to join our training and work with the student/researchers on-line?

We anticipate that our training courses and some meetings with students may require you to join Zoom meetings via a laptop that you are able to keep charged for a few hours.

22. If we are running face-to-face meetings, do you have a space where you could host meetings with your student team? (Don't worry if the answer is no)

23. Please list days or times in the week when the key contacts in your organisation are likely to be available to meet with the student/researcher team

24. Groups participating in the Evaluation Exchange will have access to up to £500 seed funding. How might you use your element of this funding? Possibilities could include travel, printing, on-line software license, workshop materials or equipment.

We are aware that you may not know at this stage, and new ideas may emerge as the project progresses.

25. Is there anything you want to make us aware of to help inform matching of individuals to your organisation (e.g. accessibility of your building (e.g. based on second floor without lift), limited office hours, service provision only at weekends or particular working days, etc)?

26. We are keen to create an inclusive environment in which everyone involved is able to contribute and feel valued. To help us reduce potential barriers to participation, please let us know if we can do anything to help you participate.

27. We are likely to agree matches between students and organisations in July. Will someone from your organisation be available then to respond to any questions?

GDPR

28. The Evaluation Exchange is part of a research study at UCL called ISIKLE, funded by Office for Students Research England. Once you have submitted your application to the Evaluation Exchange, we will contact you about the next steps. We'll retain your details for as long as it is required for the project. We'll take good care of your data – you can see full details in our data protection and privacy policy on our [website](#).

Agree