SOUTH CAROLINA
CANCER ALLIANCE

GRANTEE EVALUATION GUIDEBOOK

A grantees' guide to planning and evaluating their projects.

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A STEP-BY-STEP GUIDE FOR EVALUATING YOUR PROJECT

The **South Carolina Cancer Alliance Grantee Evaluation Guidebook** is here as a working tool to help you, as the grantee, with evaluating your project.

The guide is organized by the grant cycle (pre-award/start, during, and end grant) and its corresponding evaluation stage.

The **Grantee Evaluation Flowchart** provides a general outline of how you can evaluate your grant project at its various stages.

How to use this guidebook:
Starting on the next page, ask yourself the bolded questions in the first column. Are you able to answer those questions clearly? Review the next column for additional guidance, then respond in the last column.

While this is not intended to be a comprehensive and exhaustive evaluation tool, it should be used as a reference to help encourage additional thought into evaluating and reporting your project.

Grantee Evaluation Flowchart

Grant Starting Point

Planning
Setting objectives;
Defining activities;
Inventorying data;
Determine feasibility

Process
Access activities;
Reconfirm data collection;
Ensure the population is engaged

Outcome
Review and analyze data;
Reflect on activities;
Identify challenges and successes

Impact
Summarize benefits;
Conclude lessons learned and next steps

Grant Ending Point

The mission of the South Carolina Cancer Alliance is to reduce the impact of cancer on ALL South Carolinians.

QUESTIONS TO ASK YOURSELF THROUGHOUT THE GRANT PROJECT

Setting the Project Objectives

During the planning period at the **start** of the grant, set clear and timely objectives and define the activities using the questions on the following pages.

Planning

Ask yourself:	Tips for responding:	Your response:
Why do we want to start or continue this project?	What's the purpose of the project, and what problem do you aim to address? Can it potentially contribute to cancer control in the state?	
What is our objective? What changes do we want to see?	Review the SC Cancer Plan. Do your objectives fall under any of those objectives? If so, you're likely on the right track!	
Which population are we interested in working with?	The group(s) of interest based on race, ethnicity, location, culture, health status, or another characteristic you are interested in focusing on in the project.	
How do we plan to measure the success of the grant?	What do you want to achieve based on the project's purpose and objectives?	

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Defining Your Project's Activities

	Ask yourself:	Tips for responding:	Your responses:
Planning	**What activities should we complete? What timeframe would we like them completed?**	Activities should be something that you can implement within the grant period. Consider your current expertise and organizational capacity.	
	Which stakeholders should we involve to complete these activities and how?	To complete the planned activities, think about who needs to be at the table now or in the future. How do you plan to involve these people?	
	What data can we use to answer these objectives and show progress?	What data do you currently have available, and which data should you start or continue to collect? How often do you plan to collect and review the data?	
	What is needed to support these activities?	Consider what resources are needed to carry out the activities; remember to include deliverables, data collection activities, staff timing, etc.	

Time to Check-in
Set a time **during** the project to check-in to see how things are progressing. Then, ask yourself the following questions and set a plan of action for the remaining time if you identify a need for change.

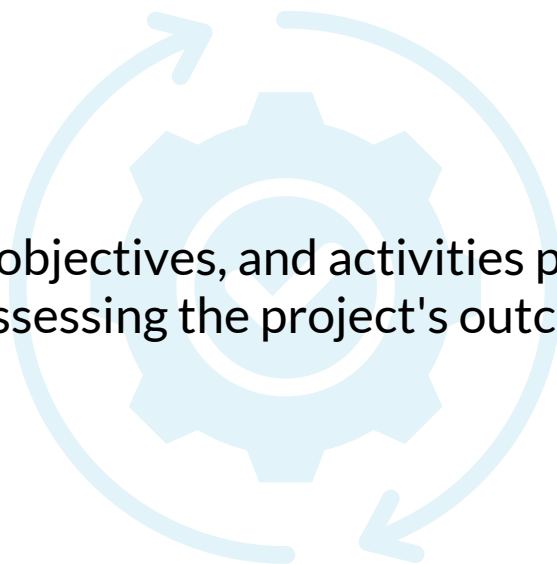|	Ask yourself:	Tips for responding:	Your responses:
Progress	**Have we started the intended activities as expected? Are we on schedule?**	Compile a list of essential activities you've completed thus far; develop an outline for implementing changes and document if the process is going according to plan	
	What activities should we stop entirely and why? Conversely, which ones should be continued with or without changes?	Assess which activities yielded results differently than expected. Would continuing, redirecting, or stopping those activities be most beneficial?	
	Have we engaged the population the grant is geared towards? How or why not?	The right voices must be represented in your project. Consider your response about the project's desired population in the Planning Section.	
	Is data available as planned? Is our data collection going as planned?	Now is the time to reconfirm that the collected data support project objectives and is still feasible at this stage.	

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Review and Reflect

Nearing the end of the grant project is the time to review data, reflect on the project outcomes, and identify challenges & successes.

	Ask yourself:	Tips for responding:	Your responses:
Outcomes	**What is the data telling us? Did we see the changes we expected based on the data?**	Consider and expand on responses from the Process Section and previous reports. What changes did you observe near the end of the project? Does the data support those observations?	
	What are we doing well? What can we improve on? Did we experience any challenges? How did we work to solve them?	It is common for projects not to go as planned, but what's important is to learn from those challenges for continuous efforts for improvement, so take advantage of the challenges.	

Use the purpose, objectives, and activities planned as a reflection point when assessing the project's outcomes and impact.

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Impact and Lessons Learned

Now that the project has **ended**, it is time to summarize the benefit of the project, conclude lessons learned, and discuss the next steps for sustaining the project if applicable.

Please look at the previous questions, tips, and, most importantly, your responses to each to answer the questions below. This section should be a culmination of what you previously reported.

	Ask yourself:	Your responses:
Impact	**Based on the data, how did we meet the desired objectives?**	
	How did the population of interest benefit from this project? What have we learned about this population?	
	What have we learned about our organization since completing this project?	

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