

Environmental Co-operation Action Fund Activity Evaluation form



Part 1 – Your details

An activity evaluation form is required for all group activities between a facilitator and the group or attendees from a public event.

Case reference number

Business Reference Number (BRN)

Business name

Business address

Postcode Phone number

Email

Part 2 – Your activity details

You should give the details of the activity as outlined in the Eligible Costs & Verification tables in the guidance.

Activity	Description	Date

Part 3 – Evaluation of Activity

Attendee 1. Please provide us with feedback explaining the value of the activity to you in fostering co-operation.

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Print Name:

Signature:

Attendee 2. Please provide us with feedback explaining the value of the activity to you in fostering co-operation.

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Print Name:

Signature:

Attendee 3. Please provide us with feedback explaining the value of the activity to you in fostering co-operation.

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Print Name:

Signature:

Part 4 – Declaration (to be completed by facilitator)

I declare that all the information provided is accurate and verifies the content of my claim for payment.

Signed

Name

Date

IMPORTANT INFORMATION

This form should be returned to:

ECAF Payments Team
Q1 Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Guidance for Completion of Activity Evaluation Form

Part 1 – Your Details

Case Reference Number – please enter your case reference number as shown on your contract.

Business Reference Number – enter your six digit BRN.

Business Details – enter your business name and contact details as shown on your application.

Part 2 – Your Activity Details

You should give details of your activities undertaken in the quarter as outlined in the Eligible Costs and Verification tables in the guidance that require the verification of three attendees.

For example:

Activity – raising awareness

Description – organising a workshop for group members on the benefits of co-operation in undertaking agri-environment options in the Agri-Environment Climate Scheme

Date – 03/02/2016

Part 3 – Evaluation of Activity

If your activity is a public event such as a public meeting you must seek feedback from three attendees.

If your activity is with your group, such as a site visit, you must seek feedback from three members of your group.

Part 4 – Declaration

Please read the declaration and sign and date.