



2023-24 Evaluation

For the attention of the Teacher/Project Co-ordinator

Please feel free to add extra sheets for additional information if you do not have sufficient space.

School _____ Name of Co-ordinator _____

Contact number _____ Email _____

Name/Title of Project _____

Date of Evaluation _____

1. Summary of the project. It would be helpful if you could provide information on some or all of the following themes:

- The overall timeframe of the project and the significant steps around the artistic/creative process (e.g. choosing the idea, selecting a method, choosing an artist to work with, student involvement etc.)
- The number students were involved? _____
- The year they were in 1st 2nd 3rd TYP 5th 6th
- How they were selected
- The significant practical challenges and management issues involved in the project (e.g. costing, budgeting, timetables, facilities, resources, colleague relationships, Principal/Board of Management/Parent communications, the number of students involved, the nature of their involvement etc.)
- Communication of the project (e.g. the idea, the logistics of 'making it happen' and how this impacted on the wider school community).
- The name of the external artist or arts practitioner/s and their role.

2. The impact of the project on the students

a. Were the students able to gain a practical knowledge of the art form/s?

Yes No Don't know Not relevant to the project

Please specify/explain:

b. Were the students able to gain an appreciative awareness about the art form/s?

Yes No Don't know Not relevant to project

Please specify:

c. Please describe the student outcomes or benefits that you observed during and/or as a result of the project. If appropriate, it would be helpful if you could reference the following categories of outcome:

- personal outcomes/benefits for individual students,
- social/group outcomes/benefits,
- cognitive outcomes/benefits for individual students or at a group level
- any curricular outcomes/benefits for individual students

Student responses: we would welcome the inclusion of any student responses that you have been able to elicit.

3. Sustaining/developing creative projects within the school

a. Did you or the artist/arts organisation conduct an evaluation/ assessment/ debriefing?

Yes No Don't know

Please specify:

b. What have been the key learning points around this project for you?

c. Would you like to continue coordinating/managing more creative projects in the school?

Yes No Don't know

Please specify

d. Suggestions for seminars/ in-service training for participants in Creative Engagement NAPD

4. The Creative Engagement NAPD selection, application and funding process

a. Please comment on the funding process (the amount, efficiency of administration etc.)

b. Budgeting – We would welcome your comments on how you managed your funding and also ideas on alternative/additional sources of funding

5. Please make any other comments, suggestions, recommendations that you think would be of value to the continuing development of Creative Engagement NAPD.

6. Your school Arts Policy. (if you do not have one available please indicate progress towards completion of the policy)

You can return this form by e-mail to Dermot Carney at dermotcarney@napd.ie or by post to Dermot Carney, NAPD, 11 Wentworth, Eblana Villas, Grand Canal Street Lr., Dublin 2 [Mark the envelope “Creative Engagement”]

Illustration – Please send any illustrative material and text re the project [Ideally in JPG form] to dermotcarney@napd.ie This we hope to display on the website www.creativeengagement.ie Attach any relevant documentation with this evaluation form but state clearly what the documentation relates to, why you have included it and identify the question[s] you are answering.

Thank you,
Dermot Carney 086 2779924

Thank you for your time and co-operation.

“CREATIVE ENGAGEMENT NAPD” INCOME & EXPENDITURE REPORT

NAME OF SCHOOL: _____

PROJECT TITLE: _____

EXPENDITURE	€
Artist's fees	
Artist's travel expenses	
Paid planning time	
Substitution costs	
Materials (specify)	
Equipment	
Cleaning	
Transport	
Photocopying	
Publicity, promotion, printing	
Contingencies (5% of estimated expenditure)	
Miscellaneous	
TOTAL EXPENDITURE	
	. .
INCOME	
Creative Engagement grant - Total	
Creative Engagement grant - Payment 1	
Creative Engagement grant - Payment 2	
School contribution	
Parental contribution	
Arts Office (Local authority) contribution	
Sponsorship (Specify) contribution	
Donations - estimated Specify source	
Fund-raising - estimated Specify events/methods	
Other sources	
TOTAL INCOME	

Signed _____ [Co-Ordinator]

Date _____

Signed _____ [School Principal]

Date _____

Signed _____ [for NAPD]

Date _____

Please return this form before **Monday May 13th 2024**
Completed Forms can be sent in **from February 2024**

The sooner forms are returned the sooner the balance of the grant can be paid out. NAPD have to draw down their grant from The Department of Arts Heritage and the Gaeltacht within a certain time frame upon the completion of an audit.

Therefore if forms are not returned by the May deadline there is no guarantee of receiving the outstanding grant payment.

Thank You,

Dermot Carney, NAPD Arts Officer.
086 2779924
dermotcarney@napd.ie
www.creativeengagement.ie

