

**In a recent survey Evaluation Support Scotland conducted, 100% of you thought that evaluation was more important now and in the future than it has ever been before. However, only 49% of you said that you budgeted for evaluation in the last project you did.**

This short guide is about budgeting for self-evaluation. For information on budgeting for external evaluation take a look at the Using Consultants section of our website and, in particular, [Support Guide 5.1 Getting the best from an external evaluation](#), or [contact us](#) for more help.

## When to budget?

You should aim to build self evaluation in from the start rather than adding it on at the end. It is however never too late to increase your skills and knowledge about self evaluation.

Before you sit down to write a budget, you need to have some idea about the outcomes for your project (if you need help with this read [ESS support guide 1.1 Clarifying your aims, outcomes and activities](#) or contact to us).

## How to find the money?

Many of the organisations who call us for help assume that when funders talk about needing to evaluate a project that they mean using external consultants. This is not always the case. If you are unsure what a funder wants ... ask them.

Most funders will accept reasonable costs for self evaluation built into applications. Some funders, like The Big Lottery Fund or BBC Children in Need, expect you to do Self-evaluation. Many funders are keen to support the costs of a

# *How to ... budget for self evaluation*

programme of support from organisations like ESS, to build an organisations capacity to do self evaluation and some even engage us to support the organisations they fund.

## What do you need to consider?

If you build self evaluation into your activities the costs can be negligible. However, if you plan to do additional activities, e.g. a phone survey, focus groups or other work, these may need to be budgeted for. How much these cost, will depend on, the size, scale and scope of the work and what resources you have already.

Ask yourself:

- What are you evaluating? A project or your organisation as a whole?
- What are you focusing on e.g. outcomes, processes or partnerships?
- What are the reporting requirements of your funders, board or other stakeholder?
- What evaluation information and process do you use already?

## How ESS can help your organisation?

We can help you make sure you are self-evaluation ready. We have lots of experience of helping organisations prove the difference they make. Whether you need a training workshop place, bespoke programme of support or have to plan an external evaluation there are lots of ways we can help.

[Contact us](#) and we would be happy to discuss how we can help you make the best evaluation you can with your resources.

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- What equipment, IT resources and facilities do you have?

What is **essential** is that your staff team have the skills and confidence to carry out self-evaluation.

## What could a budget for increasing the self-evaluation capacity of your organisation include?

We will always develop a tailored support program for a project/organisation, taking to consideration your existing skills and evaluation experience and the systems you already have in place, and the resources you have available.

These are just sample budgets, as an illustration of what support might look like.

**Example 1:** A three year national project which will recruit four new staff to co-ordinate the work, self-evaluation is mandatory. They may need to develop some bespoke information collection tools and link the work to the wider policy agenda.

Stage	Outputs	Cost
(Year 1)	4 staff attend 3 ESS core workshops (ie Collecting Information To Report on Outcomes, Creative Approaches, Telling My Story)	£1300
(Year 1)	2 facilitated group sessions on tool design	£850
(Year 2)	2 facilitated sessions, to draw together evidence so far and potentially do some logic modelling	£850
(Year 2/3)	2 days of support to trouble shoot emerging issues or challenges	£850

**Total cost over 3 years: £3850**

**Example 2:** An organisation with seven projects wants to improve its outcome evaluation, they collect lots of information, on activities and service-user satisfaction but struggle with the outcomes.

Stage	Output	Cost
Getting up to speed with outcomes	In-house training day on outcomes, indicators and tools	£600
In depth support in key areas	Two days of 1:1 support for project leaders	£850

**Total cost: £1450**