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| Macintosh HD:Users:elaynevlahaki:Dropbox:CAT PROJECTS:Current Projects:PAN REACH TOOLKIT:Reach logo:Reach2-Logo-Print.png | **EVALUATION TOOLKIT** |

**WORKSHEET: CREATING AN EVALUATION BUDGET**

Planning for the conduction of an evaluation should incorporate the project management practice of creating a budget to ensure the evaluation remains within its intended financial scope. We have provided you with a straightforward worksheet that will help you to create a budget for your evaluation project (see Table 1). The left hand column lists cost categories commonly encountered in evaluations: staffing, materials and supplies, equipment, travel, honoraria and incentives, and sharing findings. Given that REACH is doing much of its work using a participatory evaluation lens and that we will be engaging peers (people with lived experience with HIV and/or HCV) as peer evaluators and for data collection it is important to think through honoraria to compensate people for the time and expertise they are contributing to the evaluation. The Pacific AIDS Network has developed a useful [tip sheet on peer compensation](http://pacificaidsnetwork.org/wp-content/uploads/2014/06/CBR-Tips-Compensating-Peer-Researchers-Pacific-AIDS-Network-Final.pdf) for your reference.

Once you have generally identified the costs associated with your project, provide brief descriptions of the costs involved and the funding allocated to each category. Note that if you are working as an external evaluator, you will likely need to create more detailed budgets that specify the amount of time (you can use your work plan to help calculate this) and money that will be spent on each evaluation activity. Click [here](http://www.reachprogramscience.ca/reach-pan-evaluation-toolkit/doing-the-evaluation/) to check out more resources on the REACH Evaluation Toolkit.

**Table 1. Evaluation budget worksheet**

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| **Evaluation cost categories** | **Description** | **Amount budgeted ($)** |
| Staffing (*external or internal evaluator, support staff, peer evaluators, etc.*) *[don’t forget related benefit costs or GST costs if you are an independent consultant]* |  |  |
| Materials and supplies (*e.g. telephone/teleconference lines, meeting costs, etc.*) |  |  |
| Equipment (*e.g.* *online survey platform account, data analysis software, audio-recorder, computer, etc.*) |  |  |
| Travel (*e.g.* *for meetings, consultations, conferences, etc.*) |  |  |
| Honoraria and incentives (*e.g.* *honoraria* *for peer researchers, for peers who are completing data collection tools, incentives to participate in online surveys, etc.*) |  |  |
| Sharing findings (*e.g. graphic design for reports, printing reports, webinars, conferences, etc.)* |  |  |
| **TOTAL COST:** | |  |