



Department for  
Communities and  
Local Government

## Summative Assessments

DCLG

ERDF 2014-2020 Programme



**European Union**  
European Regional  
Development Fund



- Understand what the summative assessment requirement is and its value to projects, local areas and the ERDF programme.
- Understand what support is available to projects.





## Why it is important

- Programme evaluation is an EU requirement.
- GFA requirement for all projects to submit a summative assessment, in line with the guidance, before the payment of the final claim.
- Beyond this legal requirement however, they will also help DCLG and government, grant recipients and local stakeholders to better understand what and why interventions work. They can also help support the case for future funding.



## Summative Assessment Guidance Overview

- The summative assessment should in the main be undertaken by evaluators who are independent of the project and who have appropriate evaluation expertise
- Procurement rules should be followed in commissioning external evaluators.
- SAs should be tailored to the specific project and reflect the size and complexity of its activities. . .
- However, a number of basic principles and steps are expected to be followed to ensure consistency.
- The guidance is aimed at the grant recipient and the appendices at the evaluator.



## Summative Assessment Guidance Overview

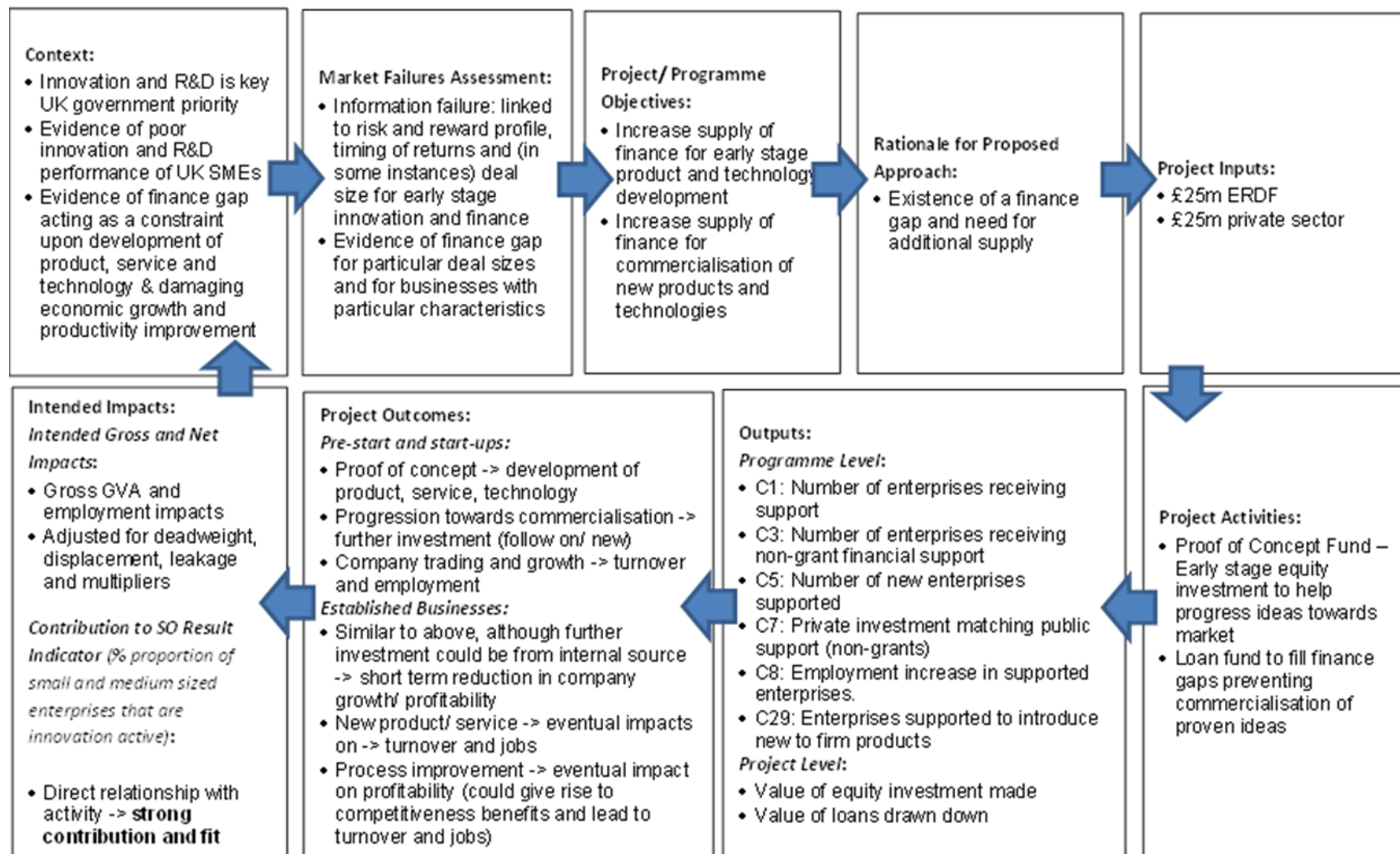
- The summative assessment process is broken down into 3 stages:
  - Planning;
  - Data collection and reporting; and
  - Final Report.



## Summative Assessment Planning Stage – Logic Model

- Grant recipients are required to prepare a logic model which sets out the intervention logic for their project, including the range of outputs, outcomes and impacts that it intends to achieve.
- Most of the information necessary to complete the logic model will be contained in the full project application form.
- The format of the logic model remains unchanged from the format projects had already been completing.

Investment Priority 1b: Early stage innovation finance





### Summative Assessment Plan Headings:

- Statement of objectives, scope and research questions;
- The project logic model;
- Approach, methods and tasks;
- Data and monitoring;
- Implementation plan; and
- Using and disseminating the findings.





## Summative Assessment Data Collection and Reporting

As the project is delivered there will be a requirement to collect certain types of data and information. This requirement may extend beyond the spend and output information that is reported as part of the project claims. It includes:

- The data and information that is collected on any additional output indicators that have been specified in developing the logic models; and
- The information about direct, and in some cases indirect, beneficiaries of projects.



## Summative Assessment Final Report Headings:

- Context;
- Progress;
- Delivery and Management;
- Outcomes and Impact;
- Value for Money; and
- Conclusions and Lessons Learnt.

A summary of the final report is also required for which there is a template.



## Summative Assessment Final Report Timings

- Final reports should be submitted three months before the submission of the final claim.
- There are also certain circumstances in which the submission can occur up to 12 months after the final claim. However, in these cases, the final claim must be accompanied by an interim summative assessment report (including the summary findings template) and all spend occurring after the financial completion date will be at projects' own cost.
- Forecasting can be used to identify benefits that accrue after the completion of the summative assessment.
- FIs will be required to produce an interim report.



- Projects may approach contract managers with queries regarding the summative assessment **requirement**:
  - However, it is for the project's evaluators to decide how the summative assessment should be carried out;
  - Evaluation Champions are in place for any issues that contract managers cannot deal with directly;
  - TA teams are also being encouraged to promote the SA requirement.



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# Q&A Session