



Active Belfast Grant Scheme Evaluation Group leader information

We would like all participants attending Active Belfast physical activity and healthy eating programmes to complete the Active Belfast evaluation. This will help us see if the programme benefits those who attend as well as potentially shaping future funding from Active Belfast.

The evaluation is part of your contract with Active Belfast as well as your quarterly monitoring reports.

What does the evaluation involve?

The evaluation involves giving participants a baseline and post programme evaluation questionnaire. Depending on the participant's age give either the:

- Children and young people's (0-15 years) questionnaire
- or**
- Adult questionnaire (16 years and over).

What do you need to do?

You should give the baseline questionnaire and participant information/consent sheet to each participant at the very beginning of your programme i.e. at the start of the first session or earlier. The post questionnaire should be given at the end of your programme (e.g. at the end of the final session).

Do participants need to consent to taking part?

Yes, it is essential that those taking do so freely and that they have information about the evaluation and how we handle the information they give us.

Each participant should be given a Participant information sheet and if happy to continue they complete the consent page attached to the questionnaire.

Keeping participants responses anonymous

To ensure anonymity, each questionnaire should be coded with a unique participant code rather than the participant's name.

The group leader should create a code for each participant beforehand. Each project should use the unique number (URN) given by Active Belfast (AB 2019 P1 or P2 xxx) plus an individual participant code- the number you have allocated to them.

We have provided a sheet for you to record the participants name and code. You will need to keep these details until after the end of the funding term. 30 April is the cut-off date if we have any queries and need to contact you.

The group leader should record the code given on week 1 and use the same code for the same participant for the post programme questionnaire. This means the questionnaires for each participant can be compared.

Who should take part?

We are keen to survey only those participants who have taken part in combined physical activity and healthy eating programmes.

Who does not need to complete the questionnaire?

You do not need to give the questionnaire to:

- People who attend one-off or taster events
- People who are taking part in physical activity only
- People who are taking part in healthy eating activities only

What do you do with completed evaluation forms?

All completed evaluations should be returned to:

Active Belfast, Belfast Health Development Unit
3rd Floor North, Cecil Ward Building,
4-10 Linenhall Street, Belfast.

Please check the forms are coded and do not contain the participant's name or contact details.

Who do I contact if I have any queries or need more forms?

Please contact the Active Belfast Team by email bsp@bhdu.org or phone 02890 502073