***Community Sport for All Initiative* – Community Evaluation Survey**

**How-To Guide**

The purpose of this evaluation is to report the extent to which programs funded through the *Community Sport for All Initiative* reduced barriers to sport participation and increased sport participation among under-represented groups.

The following steps will help you complete this Community Evaluation:

1. Distribute the Participant Evaluation Survey and collect completed surveys.
	* Depending on program logistics, you will need to decide the best time to distribute the Participant Evaluation Surveys. For instance, you may want to distribute the surveys a few weeks before the end of the program, a few days before the end of the program, or during one of the last days of the program.
	* Collect all completed Participant Evaluation Surveys as they will need to be attached to this Community Evaluation.
2. Read and familiarize yourself with all of the responses from the Participant Evaluation Surveys. You will use responses from the Participant Evaluation Surveys to inform some of your answers to the questions in *this* Community Evaluation Survey.
3. At the end of the program, complete the Community Evaluation Survey.
	* Some of the questions on this survey will require you to integrate responses from the Participant Evaluation Surveys. For example, when answering question #3 in this Community Evaluation Survey you are directed to responses on question #1 and #2 in the Participant Evaluation Survey to inform your response.
	* Most responses on this Community Evaluation Survey include: (a) closed-ended options (e.g., yes, somewhat, no), and (b) open-ended space for further explanation. Some of the questions on this Community Evaluation Survey will require you to consider *all* the participants’ responses to specific questions. It is your responsibility to select a response that *best represents* all participant responses. For instance, if the program included 20 participants, your responses would need to best represent the responses of all 20 participants. There will likely be instances of conflicting responses across participants. Do your best to accurately interpret and represent all participants in your responses. The open-ended space provides the opportunity to explain your selected response (e.g., describe conflicting responses across participants, highlight similarities in responses).
4. Retain all of the Participant Evaluation Survey responses. You are not required to send to Cycling Canada.

***Community Sport for All Initiative* – Community Evaluation Survey**

**Instructions**

The purpose of the questions in this survey are to learn about (a) program planning and delivery, and (b) outcomes of the program. This survey should take you approximately 45 minutes to complete. Your responses will provide important information about the program you delivered and will inform future programming.

Name of Community Organization:

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1. Provide the name and a brief description of the program.

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1. Which under-represented group(s) was the program developed for? Please check all that apply.

[ ]  Black

[ ]  Indigenous

[ ]  Racialized

[ ]  2SLGBTQI+

[ ]  Low-income people

[ ]  Persons with a Disability

[ ]  Newcomers

[ ]  Seniors

[ ]  Another preferred group. Please specify:

1. Provide the following information regarding program participants (*see questions #1 and #2 from the participant surveys and choose the response that best represents all participants*):
* How many participants from under-represented groups were involved in the program?
* How many participants in total were involved in the program?
* What was the age range of the participants in your program?

[ ]  Children/Youth (0-17)

[ ]  Adults (18+)

[ ]  Seniors

* Did your program target women and girls?

[ ]  Yes

[ ]  No

Please add any additional information regarding your program participants:

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1. What barriers to sport participation for the under-represented group(s) were targeted through this program?

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| hgf |

1. Was this program successful in reducing barriers to sport participation for the under-represented group(s) (*see question #7 from the participant surveys and choose the response that best represents all participants*)?

[ ]  Yes

[ ]  Somewhat

[ ]  No

Please explain:

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1. Was this program successful in increasing sport participation for the under-represented group(s) (*see question #9 from the participant surveys and choose the response that best represents all participants*)?

[ ]  Yes

[ ]  Somewhat

[ ]  No

Please explain:

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1. Were there any *positive outcomes* from the program (*see question #10 from the participant surveys and choose the response that best represents all participants*)?

[ ]  Yes

[ ]  Somewhat

[ ]  No

Please explain:

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1. Were there any *negative outcomes* from the program (*see question #11 from the participant surveys and choose the response that best represents all participants*)?

[ ]  Yes

[ ]  Somewhat

[ ]  No

Please explain:

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1. Did you have the capacity (e.g., funding, staff, resources, time, space) to deliver the program?

[ ]  Yes

[ ]  Somewhat

[ ]  No

Please explain:

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1. How did participants register in the program?

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1. How was participant attendance monitored?

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1. Describe the program facilitators (i.e., the individuals who delivered the program), including their relevant expertise and training.

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1. If applicable, how many program facilitators were members of the under-represented group(s) the program was developed for?

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1. What was the location of the program (e.g., school, community centre, club, etc.)?

Please explain any additional factors about the location (e.g., the only school in a small community):

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1. What was the geographical location of the program (city/town, province)?

Please explain any additional factors about the location (e.g., high income neighbourhood, cultural community hub, etc.):

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1. How many program sessions were offered?

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1. What was the duration of each program session?

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1. How was the program delivered (e.g., one-time event, group sessions, etc.)?

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1. In what language was the program delivered?

[ ]  English

[ ]  French

[ ]  Bilingual

[ ]  Other. Please specify:

Please elaborate:

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1. Describe any materials used in the program (e.g., informational materials provided to program participants or in training of program facilitators).

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1. In what ways, if any, did the program *vary* from its intended delivery?

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1. As a result of this program, to what extent do you think reduced barriers to sport participation can be maintained over time among the under-represented group(s)?

[ ]  Definitely will be maintained over time

[ ]  Probably will be maintained over time

[ ]  Probably won’t be maintained over time

[ ]  Definitely won’t be maintained over time

Please explain:

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1. As a result of this program, to what extent do you think increased sport participation can be maintained over time among the under-represented group(s)?

[ ]  Definitely will be maintained over time

[ ]  Probably will be maintained over time

[ ]  Probably won’t be maintained over time

[ ]  Definitely won’t be maintained over time

Please explain:

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1. Would program participants choose to participate in this program again (*see question #12 from the participant surveys*).

[ ]  Yes:

[ ]  Not sure:

[ ]  No:

Please explain:

*Note: Count the number of participants who selected each response option. For example, if 10 participants selected “yes”, report that number. Repeat this process for each response option.*

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1. Will this program, or anything similar, continue to be delivered?

[ ]  Yes

[ ]  No

Please explain:

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1. How did you promote the program in both official languages? Please provide examples (e.g., flyers, social media posts, website links, etc.).

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1. Is there anything else you want to share about the program?

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Thank you for taking the time to complete this survey!