

- Report back to the funder
- Plan for the future
- The launch
- Next steps

You're almost there. Just a few more things to do before the launch!

We can help you wrap things up and make sure the results have a lasting effect.

Download the toolkit

- [Chapter fifteen: The final stages \(1021.38 KB\)](#)



Report back to the funder

Some funders will want to know how you spent their money and if your project was a success.

Evaluate the impact of your project

How do you know if your project was a success?

Use the baseline information you collected at the beginning of your project and compare it to:

- The numbers and facts (e.g. number of new events and number of people at events)
- Ask your community if anything has changed

- Concrete results (e.g. the building is in good condition)
- Long-term results (e.g. the church is now open 6 days a week)
- Intangible results (e.g. new support network for older people)

Have things improved?

For some groups, it might take a least a year to really know if the project was a success.

Find out more about evaluations

Write the final report

Tell the funder what you have done and compare it to what you said you were going to do:

- What happened? What went well and what didn't?
- Which of your objectives did you meet? Be honest.
- How much did your project actually cost? How did you pay for it?
- How will you keep your project going?
- Do you have any photos?

Claim the rest of your grant money

Some funders might only give you the last payment of the grant money when they receive the final report.

Find out more

- Funding guide 12: Consolidate and celebrate
- Funding guide 12: Evaluation and monitoring

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Plan for the future

Make sure your church and your project are still going strong in the [next 10 years](#).

[Your business plan](#)

You planned out the long-term future and success of your new activities in your [business plan](#).

Now, use it! And keep it up-to-date. This is crucial.

[Maintenance](#)

Write an asset management plan and put aside a realistic amount of money each year for maintenance.

Maintenance extends the life of your building and reduces the need for major repair projects.

Find out more about [maintenance and repair](#)

[Market your project](#)

Tell people about your new facilities and how they can make use of them.

Use different ways to reach out:

- Mailings
- Articles in the local press
- Interviews on radio
- Leaflets and posters
- Regular newsletters
- Your website

Find out more about [keeping people informed](#)

[Open your doors and welcome people](#)

Encourage people to come in.

Take part in national or regional initiatives:

- [Heritage open days](#): England's largest festival of history and culture
- [Ride+stride](#): a sponsored bike ride or walk between churches

Templates and guidance

- [ChurchBuild: A brave new world \(596.03 KB\)](#)
- [Asset management plan example \(118.81 KB\)](#)
- [Asset management plan template \(47 KB\)](#)

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The launch

Celebrate your achievements and organise a launch event.

Get someone to cut a ribbon. Take photographs. Say thank you and invite:

- The funders and those who donated money
- Local dignitaries and your MP
- Everyone who volunteered or offered “in-kind” support
- The press
- Your bishop, archdeacon, and diocesan staff

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Next steps

Enjoy your new facility. Be proud of what you’ve achieved!

Want more help?

MaintenanceBooker

[Make it easy to book maintenance services online](#)

ExploreChurches

[Promote yourselves on the website for those who love churches!](#)

How to evaluate your project

Find guidance to help you plan and deliver your project

Have faith in maintenance

Get practical advice on all aspects of maintenance

Source URL: <https://www.churchofengland.org/resources/churchcare/making-changes-your-building-and-churchyard/finish-project>