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**

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**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 at 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

**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

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**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

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